

## **Job Posting: Boulder County Fair – Fair Coordinator**

### **Job Overview**

Location: Longmont, CO

Post Date: 4/10/21

Application deadline: May 1, 2021

Employment Type: Short-Term Contract (June – Sept.)

Pay Range: \$2,500 - \$3,000/month

Reporting relationships: Reports directly to the Boulder County Fair Board

### **Summary/Objective**

Manages all day-to-day operations of the Boulder County Fair. Works with the Fair Board to ensure financial records and bill paying using QuickBooks keeps financial records complete. Serves as an auditor, ensuring that invoices are accurate and that proper accounting procedures are followed to reflect the receipt of payment for goods and services completed by the organization. Responsible for the receipt and accounting of funds being paid to the organization, including all fundraising transactions. Ensures all proper licenses, permits, tax forms, and financial forms are filed with appropriate authorities. Attends meetings of the Board of Directors. Functions as the point person for the Boulder County Fair with fair patrons and external organizations.

### **RESPONSIBILITIES INCLUDE** (but not limited to):

#### **LEADERSHIP:**

- Act as the liaison for the organization, board, officers, members, donors and sponsors
- In conjunction with the President, oversee all committee activities
- Collaborate with the Fair Board members on programs and activities that directly impact the organizations livelihood-Implementation of all policies, procedures and rules pertaining to all fair associated activities and events
- Promote active and broad participation by volunteers in all areas of the organizations work

#### **PLANNING:**

- Works with Fair Board to ensure fair schedule can be supported
- -Work with all parties including vendors, rental companies, etc. to plan layout and setup of fair
- -Develop and effectively manage timelines to ensure timely completion of activities and deliverables

#### **FINANCIAL:**

- Be familiar with operating budget approved by the board and ensure all budgetary allocations are adhered to

- Act as bookkeeper with collection and coding of all funds received from committee activities, entries, fundraisers, donations, etc. and ensure sound bookkeeping and accounting practices are followed
- Review all invoices for appropriate documentation and approval prior to payment.
- Print and obtain signatures on all accounts payable checks.
- Distribute signed checks as required.
- Answer vendor inquiries as needed.
- Maintain all accounts payable reports, spreadsheets and corporate accounts payable files.
- Applies customer payments and researches and solves payment discrepancies.
- Process credit card payments and credits.
- Makes adjustments to accounts as needed and consult with Fair Board and/or accountant for feedback and guidance.
- Prepare invoices, daily deposits, prepares and signs checks and performs back reconciliations.
- Perform filing and copying.

#### **PROFICIENCIES:**

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop unique ways to improve operations of the organization and to create new opportunities
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems and make decisions that enhance organizational effectiveness.
- **Leadership:** Positively influence others to achieve results that are in the best interest of the organization
- **Decision Maker:** Assess situations to determine the importance, urgency, risks and make clear decisions which are timely and in the best interest of the organization.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, track details, data, information and activities.
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement action plans and evaluate the process and results.
- **Problem Solver:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions and make recommendations and/or resolve the problem.
- **Resiliency:** Must work well under pressure, prioritize demands and remain professional in all circumstances and situations

- Technically Proficient: Familiar with MS Office, Outlook, social media, will be responsible for updating web page, operating livestream during fair
- Think Strategically: Assess options and actions based on trends and conditions in the environment, and the vision and values of the organization.

**QUALIFICATIONS:**

High school diploma or GED

An Associate's Degree and/or Bachelor's Degree

Three to five years Managerial and Bookkeeping experience

**EEO Statement**

The Boulder County Fair believes in equal employment opportunity for all employees and applicants for employment. Our company's success depends on the effective utilization of qualified individuals regardless of their race, creed, color, religion, sexual orientation, age, ancestry, national origin, disability, military or veteran status or any other characteristic protected by law.

Please send cover letter and resume to [info@bouldercountyfair.org](mailto:info@bouldercountyfair.org)

## **Boulder County Fair Coordinator Job Description – 2021**

### **Job Summary:**

1. Manages all day-to-day operations of the Boulder County Fair.
2. Bookkeeping and bill paying using QuickBooks.
3. Attends meetings of the Board of Directors as invited.
4. Functions as the point person for the Boulder County Fair with fair patrons and external organizations.
5. Supervise and coordinate office staff and volunteers before and during fair.

### **Financial and Accounting:**

1. Perform all accounting functions (accounts receivable, accounts payable, invoicing, reconcile bank accounts, reconcile petty cash account, disperse checks with proper documentation, review income statements and balance sheet on monthly basis, make deposits, provide information as necessary for board, prepare tax information as needed, complete all necessary governmental reports.)
2. Serves as an auditor, ensuring that invoices are accurate and that proper accounting procedures are followed to reflect the receipt of payment for goods and services completed by the organization. Responsible for the receipt and accounting of funds being paid to the organization, including all fundraising transactions.
3. Coordinate the issuance of premium checks to exhibitors and livestock sale participants.

### **Budgets:**

Be familiar with operating budget approved by the board and ensure all budgetary allocations are adhered to.

### **Communication:**

Maintain positive relationships and open and timely communication with Fair Board, Boulder County Commissioners, CSU Extension office, Parks and Open Space, including Fairground and Contract Administration, Sheriff's Department, Risk Management, Department of Public Health, and Resource Conservation.

### **Office Oversight:**

Provide oversight for office support staff and volunteers, answer email and phone calls, perform filing and copying.

### **During Fair:**

1. Acts as point of contact, in conjunction with Fair Board, CSU Extension and Fairgrounds staff for all aspects of Boulder County Fair each day.
2. Expected to be on site each day of fair.