



Managed and Operated by Washington County Agricultural & Industrial Society, Inc.

POSITION DESCRIPTION

Title: Accounting Manager

Department: Finance

Status: Full-Time, Exempt

Reports to: Executive Director

Position Summary:

Under the supervision of the Fair Park Executive Director and general oversight of the AIS Finance Committee, the Accounting Manager is responsible for the management and implementation of the accounting systems for AIS. This position requires work schedule flexibility and the ability to work additional hours during the County Fair and/or other events as necessary.

Duties/Responsibilities:

- Create and implement accounting and bookkeeping procedures
- Maintain accounting systems including:
 - complete journal, register and ledger entries
 - manage bank accounts including deposits and monthly reconciliations
 - administer accounts payable
 - manage accounts receivable maintaining all necessary data needed for analysis
 - prepare financial statements for various meetings and individuals
 - administer payroll and all employee benefits including, but not limited to, IRA contributions, employment tax forms and payments
- Track all pertinent employee information including new hire paperwork, worker's compensation, unemployment and any other necessary forms
- Maintain an inventory control system to track liquor, beer and soda, including a semi-annual physical count of all inventories to verify the accuracy of the perpetual inventory used by accounting software
- Manage and implement entire County Fair cash handling, revenue balancing and bookkeeping policies and procedures
- Assist with all event ticketing operations including but not limited to staffing, supply/equipment needs and all bookkeeping functions
- Assist Executive director in annual budgeting process and procedures and annual audit
- Prepare annual Fair report for State of Wisconsin
- File sale taxes accurately and timely
- Staff liaison to the AIS Finance Committee. Attend monthly Finance Committee and AIS Board meeting
- Maintain all donation/grant/pledge data
- Renew necessary permits/licenses
- Any other duties deemed necessary by the Executive Director

Essential Knowledge and Abilities:

- Proficiency with Microsoft Word, Excel, Access and QuickBooks
- Exceptional customer service
- Excellent oral and written communication skills
- Retain a high level of confidentiality
- Critical thinking and problem solving to include troubleshooting
- Organization, accuracy, and the ability to multi-task
- Decision making as it relates to prioritizing job duties and tasks
- Willingness to submit to and pass background check

Training and Experience:

- Associate's Degree required in related field such as accounting and/or bookkeeping; An equivalent combination of education and experience will be considered
- Minimum of three years previous experience in financial management.

Application Process:

Qualified applicants should submit a resume and cover letter including salary requirements via email to info@wcfairpark.com ; Attn: Administrative Committee