

Senior Accountant

Erie County Agricultural Society (Producers of the Erie County Fair)

Classification: Non-Exempt (Hourly)

Location: On-site at the Fairgrounds located at 5600 McKinley Parkway, Hamburg, NY 14075

Hours: Full-time, 40 hours per week. Must be available to work during special events, including all twelve (12) days of the Erie County Fair each August.

Reports To: Controller

About the Role

The Erie County Agricultural Society (ECAS) is seeking a Senior Accountant to play a key role in maintaining accurate financial records and ensuring compliance with applicable accounting standards. This position supports day-to-day accounting operations, financial reporting, and audit preparation.

The ideal candidate enjoys a fast-paced environment, is a self-starter, can work independently or collaboratively with the accounting team, and is detail-oriented. The candidate must be willing and able to assist with a variety of accounting tasks as needed. A pathway to promotion exists for a proven candidate.

About the Organization

The Erie County Agricultural Society is a private, not-for-profit membership corporation and the oldest civic organization in Western New York, established in 1819.

Mission: Connecting communities through agriculture, education, and entertainment.

Essential Duties and Responsibilities

The duties listed below represent the essential functions of the position. This list is not exhaustive, and additional duties may be assigned as needed. The incumbent may be required to perform other duties as assigned.

- Perform general ledger accounting, including preparation of journal entries, account reconciliations, and analysis of account activity

- Manage intercompany accounting, including identifying and reconciling intercompany expenses, recording transactions, and reconciling intercompany accounts
 - Assist the Controller with the preparation of monthly, quarterly, and annual financial statements, as well as annual budgets
 - Ensure compliance with internal accounting policies and procedures
 - Prepare monthly bank reconciliations
 - Maintain accurate records of fixed assets, including additions, disposals, and transfers; support annual audit requirements
 - File quarterly sales tax returns
 - Assist with preparation of IRS filings, including Forms 990, and 990-T (preferred experience)
 - Ensure all financial practices adhere to Generally Accepted Accounting Principles (GAAP)
 - Support the Controller and accounting leadership team with special projects and process improvement initiatives, as needed
 - Perform other duties as assigned
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Qualifications and Requirements

- Bachelor's degree in Accounting (or current candidate) with a minimum of three (3) years of public accounting experience
 - Strong background in general ledger accounting, including trial balances and account analysis
 - Positive attitude, sound judgment, strong problem-solving skills, and high standards of execution
 - Ability to learn quickly and be self-motivated
 - Ability to work independently with minimal supervision and collaboratively as part of a team
 - Strong time management and organizational skills; comfortable managing multiple projects simultaneously
 - Ability to work under pressure, handle frequent interruptions, and maintain professionalism
 - Strong computer skills, including proficiency with QuickBooks and Microsoft Office (Word, Excel, Outlook)
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Skills and Competencies

- In-depth knowledge of accounting functions and processes
- Strong analytical and critical-thinking skills
- High level of accuracy, consistency, and attention to detail
- Excellent organizational, time management, and communication skills

- Ability to prioritize tasks and meet deadlines in a fast-paced environment
 - Advanced proficiency in Microsoft Excel
 - Experience with accounting and financial software; QuickBooks experience preferred
 - Ability to maintain a high level of confidentiality
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Compensation

Hourly Rate: \$32.00 – \$36.00 per hour

To Apply

Please email your resume to **Jobposting@ecfair.org**.