

## **Accounting Assistant**

### ***Erie County Agricultural Society, producers of the Erie County Fair***

**Classification:** Non-exempt (Hourly)

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

**Hours:** Part-time (16-24 hours a week); Must be able to work for special events, including all twelve days of the Erie County Fair each August. Potential for a full-time position if the candidate meets the qualifications for the separately listed position of Human Resources Specialist.

**Reports to:** Controller

**About the Role:** The Erie County Agricultural Society (ECAS) is looking for an Accounting Assistant. This role is pivotal in maintaining accurate financial records and ensuring compliance with accounting standards. The ideal candidate will possess strong analytical skills, proficiency in accounting software, and a commitment to upholding financial integrity, while also being willing and able to assist as needed with other accounting tasks. The ideal candidate enjoys a fast-paced environment, is a self-starter, can work independently or with a team, and is detail-oriented.

**About the Organization:** The Erie County Agricultural Society is a private, not-for-profit membership organization established in 1819. The Erie County Agricultural Society is recognized as the oldest civic institution in Western New York. The Society's mission is to connect communities through agriculture, education, and entertainment. The Society produces the Erie County Fair, an annual 12-day event held in Hamburg, New York, that celebrates the region's agricultural roots while offering engaging educational experiences and family-friendly entertainment. ([www.ECFair.org](http://www.ECFair.org))

#### **Essential Duties and Responsibilities:**

The following duties are the fundamental and crucial job responsibilities performed by this position. This is not a comprehensive list of all tasks that may be assigned. Incumbent may be required to perform other duties as assigned and appropriate for the position.

- Record all credit card transactions and reconcile the credit cards monthly
  - Create journal entries, prepare account reconciliations, analyze account activity
  - Identify and reconcile inter-company expenses, record inter-company transactions, and reconcile inter-company accounts
  - Input financial data in accounting databases
  - Input and analyze data via Excel spreadsheets
  - Analyze and manage utilities
  - Maintain accurate records of assets, including additions, deletions, transfers, and support annual audit reports.
  - Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.
  - Assist with internal filing of accounting records
  - Ensure all financial practices adhere to Generally Accepted Accounting Principles (GAAP).
- Perform miscellaneous job-related duties as assigned.*

**Qualifications and Requirements:**

- Presents a positive attitude, confidence, high standards of execution, and solid problem-solving skills with a sense of urgency regarding problem resolution and flexibility
- Ability to learn quickly and be self-motivated
- Is a team player who can also work independently with minimal supervision
- Practices excellent time management and organization and is comfortable working on multiple projects at once
- Ability to react well under pressure, work with frequent unscheduled interruptions, and perform duties and tasks at expected levels of professionalism

**Skills and Competencies:**

- Knowledge of accounting functions and processes
- Critical thinking skills are a must
- Accurate and consistent in work habits and able to follow written and oral instructions
- Able to work independently and meet deadlines under pressure
- Able to work in a fast-paced environment
- Ability to prioritize and handle multiple tasks
- Detail-oriented
- Proficient with Microsoft Office. Advanced skills in Excel.
- Experience using accounting/financial software. Prior experience with QuickBooks preferred.
- Must have excellent organizational and communication skills
- Maintain a high level of confidentiality

**Hourly Rate:** \$20-24/hour

**To Apply:** Email your resume to [Jobposting@ecfair.org](mailto:Jobposting@ecfair.org)