

JOB DESCRIPTION
BRAZORIA COUNTY FAIR ASSOCIATION BOOKKEEPER

The Bookkeeper will report to and be responsible to the BCFA Manager.

Duties include, but are not limited to, the following:

- Responsible for all non-profit accounting functions including budget preparations, general ledger distributions, accounts payable/receivable, monthly financial reporting, cash management, cash flow projections, account reconciliations, payroll, benefit administration, purchasing and other accounting functions as deemed necessary.
- Post daily receipts, either from office transactions, direct deposit, or Saffire entries. Prepare deposit daily.
- Maintain income, expense reports and budgets for each committee.
- Submit income and expense reports versus budget projections monthly for each Executive Meeting.
- Submit final budget income, expense reports and a budget worksheet to each committee for preparation of their annual budgets.
- Maintain an open-door policy for all committee chairmen to explain and/or discuss their budgets.
- Maintain the books for Fair Inc. and assist with the acquisition of required beer licensing and state sales tax reporting as required by State and/or Federal law.
- Maintain the books and all reporting for Brazoria County Cattlemen's Association as required by State and/or Federal law.
- Annually, prepare necessary documentation and work with the Auditors to ensure that the BCFA Annual Audit takes place in a timely manner and Form 990 is timely filed.
- Advise BCFA Manager, as well as all Officers of the Executive Board, of any problems, existing or potential, which may exist in the financial structure of the Association.
- Other duties as assigned by the BCFA Manager.

The Bookkeeper is considered a part-time hourly position. They will normally work a 20 to 25-hour work week; however, there are times (i.e., weeks prior, during and after the Fair, meetings, etc.) when it will be necessary for them to work additional hours as needed.