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"Educating Youth and Promoting Agriculture"

JOB OPPORTUNITY

Date Posted: July 28, 2024

Job Title: Bookkeeper & Administrative Associate

Location: Rio Grande Valley Livestock Show, Inc.

Reports to: Executive Director & General Manager

Job Summary: The Rio Grande Valley Livestock Show and Rodeo is seeking a detail-oriented and organized Bookkeeper to join our team. The ideal candidate will have a strong background in accounts receivable and accounts payable, as well as experience in handling various administrative duties. This role is crucial for maintaining accurate financial records and ensuring the smooth operation of our financial processes.

Key Responsibilities:

1. Accounts Receivable:

- Prepare and issue invoices to customers and sponsors.
- Monitor accounts receivable and follow up on outstanding payments.
- Process and record incoming payments promptly and accurately.
- Reconcile customer accounts and resolve discrepancies.

2. Accounts Payable:

- Review, verify, and process vendor invoices.
- Prepare and issue payments to vendors in a timely manner.
- Maintain accurate and organized records of all payable transactions.
- Reconcile vendor statements and resolve any discrepancies.

3. Administrative Duties:

- Maintain organized and accurate financial records, both electronic and paper.
- Assist in preparing financial reports and statements.
- Perform general office duties, including answering phones, managing correspondence, and maintaining office supplies.
- Assist with event planning and coordination as needed.

4. General Accounting:

- Assist with monthly, quarterly, and annual closings.
- Prepare bank reconciliations and ensure all financial transactions are accurately recorded.
- Support the Finance Manager with audits and other financial reviews.

Qualifications:

- High school diploma or equivalent; associate degree in accounting or related field preferred.
- Minimum of 2 years of experience in bookkeeping, with a focus on accounts receivable and accounts payable.
- Proficiency in accounting software (e.g., QuickBooks) and Microsoft Office Suite (Excel, Word, Outlook).
- Strong attention to detail and excellent organizational skills.
- Ability to handle sensitive and confidential information with integrity.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Experience in a non-profit or event-based organization is a plus.

Working Conditions:

- Full-time position with occasional evening and weekend hours during events.
- Office environment with some physical activities required, such as lifting boxes of documents or supplies.

How to Apply: Interested candidates should submit a resume and cover letter detailing their relevant experience and qualifications at www.rgvls.com/p/info/job-opportunities. Applications will be reviewed on a rolling basis until the position is filled.

The Rio Grande Valley Livestock Show and Rodeo is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.