

## Georgia National Fairgrounds and Agricenter (GNFA)

### Job Description

(Revised 01/2023)

Job Title: **PT Full Charge Bookkeeper**

FLSA Status: Hourly Non-Benefited

Department: Accounting

Reports To: Accounting Supervisor

#### **Job Summary:**

This position is responsible for assisting with monitoring and maintaining the financial operations of the GNFA.

#### **Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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

- Post and maintain entries into general ledger accounts as well as subsidiary ledgers.
- Monitor accounts and transactions for accuracy and perform necessary adjustments.
- Order and stock departmental supplies.
- Assist with preparation and monitoring of all charge card logs.
- Maintain records, reports & files in an organized manner and monitor records to be destroyed.
- Perform year end procedures for payroll and other accounting modules, including write offs and adjusting entries.
- Calculate and process various payroll deductions, withholdings, and remittances.
- Process all required state and federal reporting forms.
- Ensure that employee benefits package is maintained and in the best financial interest of the GNFA.
- Annual Fair responsibilities including assisting with managing and accounting for all credentials, supervising Box Office personnel, cash management, reconciliation of gate admissions, midway revenues, etc.
- Other duties as assigned by the Accounting Supervisor or CAO/CFO.

#### **Knowledge, Skills and Abilities:**

- Proficiency with computers and common software applications (i.e. Microsoft Word, Excel, Outlook, etc); familiarity with Data Pro Accounting Software a plus.
- Ability to operate machinery commonly associated with an office setting.
- Ability to demonstrate excellent oral and written communication skills.
- Familiarity with all State and Federal procedures and reporting requirements associated with accounting and payroll administration.
- Proven bookkeeping experience.
- Solid understanding of basic bookkeeping and accounting payable/receivable principles.

- High degree of accuracy and attention to detail.

**Other:**

- Travel from office to other locations may be required.
- This position may require an irregular work schedule and the performance of work assignments which may not be directly related to job specifications.

**Supervisory Control and Responsibilities:**

This position has no direct supervisory control.

**Minimum Training and/or Experience to Perform Essential Job Functions:**

At least 5 years of experience in bookkeeping, involving payables, receivables, payroll administration, etc is required. A college degree is preferred. However, a combination of education and experience may be used to meet minimum requirements.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**LANGUAGE SKILLS:**

Ability to read and understand written materials. Ability to effectively communicate in order to give or exchange information, resolve problems, and/or provide service.

**MATHEMATICAL SKILLS:**

Ability to work with more advanced mathematical concepts, including percentages, ratios, and other computations.

**COMMUNICATION SKILLS:**

Must be able to effectively communicate orally and in written form in a professional manner. Primary communication is with GNFA employees, however, periodic contact with outside officials and agencies may be required.

**REASONING ABILITY:**

Ability to interpret and understand general accounting principles, a variety of forms, manuals, regulations and other means of instruction and guidance.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions: While performing the duties of this job, intermittent sitting, standing, bending, or stooping is regularly required. Additionally, the incumbent must be able to routinely lift and/or carry light to moderately heavy objects.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions: The work environment is within an office with noise levels usually low to moderate. Routine work may expose the incumbent to dust, dirt, fumes, vibration, and other disagreeable elements.

*I, the employee, understand that this document is not to be construed as a contract, either implied or explicit. All information contained herein is merely an attempt by the GNFA to explain the essential duties that I am expected to perform. I understand that, at my supervisor's discretion, additional duties and responsibilities may be placed upon me at any time.*

*Employee's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Supervisor's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_