



Job Posting

Title: Accounting Specialist

*For more information on this full-time benefited position, please contact Human Resources at (317) 927-7508 or email employment@indianastatefair.com. To apply for this position, please visit <https://www.indianastatefair.com/p/about/employment1> and send the posted application and your resume to the email address above. The starting salary for this position is \$45,000 to \$52,000.

Position Summary

The purpose of this position is to maintain day-to-day accounting operations including, but not limited to, accounts payable, credit card management, event settlements, general research and providing timely, customer-focused service to internal and external partners while supporting a positive team culture.

Essential Functions and Responsibilities

1. Process vendor invoices in accordance with approved purchase orders and/or executed contracts in Momentus, ensuring accuracy, timeliness, and positive vendor relations.
2. Manage credit card activity including voucher processing.
3. Monitor receipt of recurring monthly vendor invoices; follow up on vendor statements and support timely resolution with a customer-service mindset.
4. Manage vendor contracts and payment obligations.
5. Process electronic payroll liability payments (PERF, HSA, Deferred Comp).
6. Key responsibilities for State Fair planning, procurement, and payables.
7. Facilitate account maintenance and filing requirements for 1099 reporting.
8. Process Indiana Unclaimed Checks in accordance with state requirements.
9. Oversee and reconcile petty cash in accordance with internal accounting procedures.
10. Assist with annual audit preparation.
11. Maintain accurate documentation and filing consistently with internal accounting procedures.
12. Special projects as needed, contributing a positive, team-oriented attitude.

Skill Requirements

1. **Excellent attention to detail:** Able to follow detailed procedures and ensure accuracy in documentation and data; carefully monitors processes; concentrates on details and organizes and maintains a system of records.
2. **Strong planning skills:** Able to manage multiple projects; determines project urgency in a meaningful and practical way; uses goals to guide actions; creates detailed action plans; organizes and schedules people and tasks.

3. **Understanding of policies and procedures:** Able to act in accordance with established guidelines; communicates and enforces organizational policies and procedures; recognizes and constructively conforms to unwritten rules or practices.
4. **Excellent relationship management:** Able to develop rapport and positive professional relationships with others; builds and maintains long-term associations; helps others.
5. **Ability to prioritize:** Able to use sound judgment in evaluating the relative urgency of various issues; appropriately classifies in terms of time sensitivity, impact, complexity, importance, etc.

Education/Experience

- Four-year college degree preferred or requisite accounting experience.
- Excellent computer skills.
- Excellent communication skills.

Job Complexity

This position requires a strong attention to detail, ability to prioritize a fluctuating workload and some judgement in applying well-established procedures and methods in organizing information and solving minor problems.

Supervisory Responsibilities

None

Supervision Received

This position will receive general directions from the Director of Accounting, who will establish only broad goals. The employee participates heavily in setting work objectives.

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