



Finance and HR Coordinator

DISTINGUISHING FEATURES

- Non Exempt position 30 to 40 hours a week
- May be required to work long or extended hours at certain times, primarily during the Fair and large events.
- May require supervision of temporary or contracted staff
- Reports directly to the General Manager

EXAMPLES OF DUTIES

The following are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Management reserves the right to modify or change the duties or essential functions of the job at any time.

- Responsible for the financial records of the North Idaho Fair and Kootenai County Fairgrounds and their accuracy.
- Prepares deposits, billing for all interim events and creates invoices for all signed sponsor agreements
- Prepares list of paid and unpaid bills
- Ensures all invoices are paid in a timely manner and supporting documentation is attached to invoices paid
- Prepares monthly financial reports
- Responsible for the reconciliation and accuracy of all balance sheet accounts
- Reconciles vendor statements
- Records payment received
- Prepares payroll and accompanying reports
- Reconciles bank statement with checkbook and deposit receipts
- Enters all financial records into applicable software program
- Ensures all appropriate payroll, retirement and health insurance taxes are paid on time
- Keep accurate records for PERSI Retirement, vacation, sick leave and health insurance
- Prepares money and control systems for Fair admissions, parking and beer sales
- Assists with policy and procedure updates and control
- Enrolls and annually reviews all employee benefit packages
- Assists in fair time setup and execution
- Assists in annual audit
- Assists in preparation of the annual budget
- Assists with general office administrative tasks as needed

REQUIRED KNOWLEDGE, SKILLS, ABILITIES

- Excellent communication, interpersonal and telephone communication skills, the ability to work with management and staff as well as the general public, clients and vendors. Ability to exercise tact, courtesy and firmness in frequent contact with community groups, customers and the general public. Establish and maintain effective working relationships with others as necessitated by work assignments.
- Working knowledge of Microsoft Office programs, including Word, Excel and Outlook and Google programs..
- Working knowledge of basic accounting practices and ability to demonstrate strong knowledge of QuickBooks.

EDUCATION

High school diploma or GED equivalent. College degree in business management and/or accounting preferred.



EXPERIENCE

- Five or more years of experience in accounting, bookkeeping or equivalent financial management..
- 3 or more years of experience in working with database programs such as QuickBooks.
- Three or more years administrative experience using MS Office programs such as Word, Excel and Outlook.
- Any equivalent combination of education and work experience that satisfy the requirements of the job.

NECESSARY SPECIAL REQUIREMENTS

- Must be 18 years of age or older.
- Must possess a valid driver's license.

WORK ENVIRONMENT

- May work in an environment consisting of dirt and dust, loud noise, extreme temperature variations, crowds, livestock and other animals.
- Daily contact with the general public, often involving challenging situations and environments. Must be able to perform in a calm demeanor in these situations at all times.
- Work is generally confined to a standard office environment, but may include tasks performed outdoors.
- Work is usually performed at the Kootenai County Fairgrounds. Frequent exposure to weather elements and conditions, including but not limited to rain, snow, hot and cold weather, dust and wind. Must prepare accordingly and take special precautions to be able to complete job assignments and meet deadlines.

PHYSICAL DEMANDS

The following are some of the physical demands commonly associated with this position.

- Spends time sitting. Must be able to move 100% of the time throughout the facilities and property by walking or other means.
- Occasionally lifts, carries, pulls, or pushes up to 50 pounds.
- Occasionally runs, stoops, kneels, balances, reaches, crawls and crouches while performing work duties.
- Verbal and auditory capacity enabling interpersonal communication as well as communication through automated devices such as the telephone.
- Constant use of eye, hand, and finger coordination enabling the use of office machinery, equipment and tools.

COMPENSATION

- Competitive benefits package including PERSI, health insurance, dental, vision, holidays, sick and vacation leave. Compensation depends on experience.

TO APPLY

- Send resume, cover letter and salary requirements to Alexcia Jordan, General Manager, via email at alexcia@northidahostatefair.com mail or drop off at 4056 N. Government Way, Coeur d'Alene, ID 83815.



APPLICANT INFORMATION

Job Applying For:		Date
Name		
Last	First	Middle
Residence Address	Mailing Address (If different)	City, State, Zip
Home Telephone	Work/Cell Telephone	E-Mail Address
Are you over the age of 18? <input type="checkbox"/> YES <input type="checkbox"/> NO	Are you legally eligible for employment in the United States (Immigration Reform and Control Act of 1986)? <input type="checkbox"/> YES <input type="checkbox"/> NO	
As an adult, have you been convicted of an offense other than a minor traffic violation? (A "Yes" answer does not automatically disqualify you. Convictions are evaluated for each position and are not necessarily disqualifying.) <input type="checkbox"/> YES <input type="checkbox"/> NO		
Do You Have A Current Driver's License? <input type="checkbox"/> YES <input type="checkbox"/> No		

EDUCATION/TRAINING

Do you have the equivalent of a 12 th grade education? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Name & location of post high school Education	Course of study	Graduated?	Degree (Major / Minor)
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	

List each position separately, even if held with the same employer. Include all unpaid and volunteer work. List your work history in chronological order, with current or most recent job first. Describe each position separately, emphasizing your professional, supervisory and committee duties. Give special attention to experience relating to the position for which you are applying. Attach additional sheets if necessary.

EMPLOYMENT HISTORY

Employer	Employment Dates (Mon/Year) From _____ To _____
Address	Hours Worked per Week (Average)
Applicant's Job Title	Present/Last Annual Salary
Name, Title & Phone # of Immediate Supervisor	Reason for Leaving
Employer	Employment Dates (Mon/Year) From _____ To _____
Address	Hours Worked per Week (Average)
Applicant's Job Title	Present/Last Annual Salary
Name, Title & Phone # of Immediate Supervisor	Reason for Leaving



EMPLOYMENT HISTORY (continued)	
Employer	Employment Dates (Mon/Year) From _____ To _____
Address	Hours Worked per Week (Average)
Applicant's Job Title	Present/Last Annual Salary
Name, Title & Phone # of Immediate Supervisor	Reason for Leaving
Employer	Employment Dates (Mon/Year) From _____ To _____
Address	Hours Worked per Week (Average)
Applicant's Job Title	Present/Last Annual Salary
Name, Title & Phone # of Immediate Supervisor	Reason for Leaving

SPECIALIZED SKILLS
<i>Briefly discuss your experiences with the following areas</i>
ACCOUNTING & QUICKBOOKS <i>(Please be specific to software type and comfort level)</i>
CUSTOMER SERVICE
ORGANIZATIONAL SKILLS
PROBLEM SOLVING SKILLS
TIME MANAGEMENT
POLICY WRITING
HUMAN RESOURCES SKILLS



PROFESSIONAL REFERENCES			
NAME	ADDRESS	TELEPHONE #	OCCUPATION/TITLE

By signing below, I authorize the North Idaho Fair Board to investigate my references; to communicate with my employers; to make an independent investigation of my character, conduct and employee history and to keep and preserve records of such investigations as it sees fit.

I affirm that I release from liability any employer, person or employee supplying honest and accurate reference information regarding me and my previous employment.

I also release the North Idaho Fair Board from all liability which may result from investigation information in the application materials.

I affirm that all information on this application is true to the best of my knowledge.

I understand that falsification or misrepresentation of information on this application or other documents in connection with my employment with the North Idaho Fair Board may result in disqualification from employment consideration and/or termination of employment regardless of when it is discovered.

If employed, I agree to read and comply with the North Idaho Fair Board's policies and procedures.

SIGNATURE _____ DATE _____

Applications will be accepted until the position is filled.

For more information email or phone, the Fair Office at 208-765-4969 or email alexcia@northidahostatefair.com

Thank you for your response.

When you have completed this form, please send it to: North Idaho State Fair
4056 N Government Way
Coeur d'Alene, ID 83815