FINANCE MANAGER
GENERAL STATEMENT OF DUTIES

The North Idaho State Fair is seeking a detail oriented and highly organized Finance Manager to oversee the day to day financial operations of the organization. This position is responsible for maintaining accurate and timely financial records, processing payroll, managing accounts payable and receivable, preparing monthly financial reports and supporting budget development and monitoring for the Kootenai County Fairgrounds and the North Idaho State Fair. The position also provides administrative support and plays a key role in managing financial activities during the annual fair. The Finance Manager works under the direction of the General Manager to ensure all financial processes are followed, deadlines are met and records are accurate and audit-ready.

DISTINGUISHING FEATURES

- Part-time, hourly position.
- Reports directly to the General Manager.
- Flexible work schedule consisting of set days per week or partial daily hours, as approved by the General Manager.
- May be required to work extended hours during peak times, including the annual Fair and other events.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following are illustrative of the essential functions of the job. Management reserves the right to modify or change duties or essential functions as needed.

Financial Management (80%)

- **Accounting/General Ledger**
  - Maintain the general ledger and ensure accurate recording of all financial transactions.
  - Perform monthly bank, credit card, investment and balance sheet account reconciliations.
  - Record all deposits accurately and timely.
  - Prepare monthly financial statements and reports for management and the Board of Directors.
  - Assist with annual budget preparation, forecasting and budget monitoring.
  - Support annual audits and provide requested financial documentation.
- **Payroll Administration**
  - Process twice monthly payroll through QuickBooks Desktop.
  - Maintain employee payroll records and ensure compliance with payroll regulations including ensuring all employees are property enrolled in health benefits and PERSI retirement plan. Maintain accurate leave balances.
  - Reconcile payroll reports, taxes and benefit deductions.
  - Prepare and submit payroll tax filings and related reports.
- **Accounts Payable and Receivable**
  - Process accounts payable, including invoice review, coding, approval review and payment processing. Ensure all payables are entered and paid in a timely manner in accordance with established policies and procedures.
  - Manage accounts receivable and track outstanding balances.
  - Coordinate collection efforts on delinquent accounts.
  - Maintain accurate vendor and customer records.
- **Administrative Support**
  - Assist with financial correspondence, records management and document retention.
  - Support office operations and provide administrative assistance as needed.
  - Respond to inquiries from vendors, customers, staff and stakeholders regarding financial matters.
  - Maintain confidentiality of financial and personnel information.

Fair Time Financial Operations (20%)

- Support financial activities before, during and after the annual North Idaho State Fair.
- Manage daily cash handling, deposits and reconciliation processes during fair operations.
- Assist department managers with financial tracking and reporting.
- Coordinate with staff, vendors and exhibitors regarding payments and account balances.
- Support post fair financial reconciliation and reporting.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Financial Accuracy: Strong attention to detail with the ability to maintain accurate and complete financial records.
- Process Adherence: Ability to follow established financial procedures and timelines consistently.
- Time Management: Ability to prioritize tasks and meet deadlines, particularly in payroll, reporting, and accounts payable.
- Professional Communication: Ability to communicate clearly and professionally with staff, vendors, and leadership.
- Technical Proficiency: Proficiency in QuickBooks, Microsoft Office Suite, and standard accounting systems.

EDUCATION AND EXPERIENCE

- Associate's or Bachelor's degree in accounting, finance, or a related field is preferred. Applicable experience may be substituted for formal education.
- At least three years of experience in bookkeeping, accounting, or financial administration
- Experience processing payroll, payroll tax filings and payroll reconciliations. Preferably in a full-charge role.
- Demonstrated experience using QuickBooks Desktop, including general ledger management, accounts payable, accounts receivable, payroll processing and financial reporting.
- Strong understanding of accounting principles and financial reporting.
- Proficiency in Microsoft Excel and other Microsoft Office applications.
- Ability to maintain a high level of accuracy and confidentiality.
- Strong organizational, communication and customer service skills.

WORK ENVIRONMENT

- Primarily office-based with a flexible, part-time schedule.
- Increased workload and required presence during key financial reporting periods, the annual North Idaho State Fair and other annual events.

PHYSICAL DEMANDS

- Ability to work at a desk for extended periods.
- Occasional movement throughout the facility as needed.

COMPENSATION

Competitive benefits package including PERSI, holidays, sick leave, and vacation leave. Hourly wage commensurate with experience.

HOW TO APPLY

Please submit a cover letter, resume and salary expectations to alexcia@northidahostatefair.com. This position will remain open until filled. Our anticipated start date for the successful candidate is July 27, 2026.