



1229 Burrell Avenue, Lewiston, ID 83501
208-743-3302 / countyfair@npcfair.org

FINANCE ADMINISTRATOR/FAIR COORDINATOR JOB DESCRIPTION

FSLA Classification: Non-Exempt

May 2021

DISTINGUISHING FEATURES

- Full-time
- The position requires self-motivation and excellent planning/organizing, initiative, telephone, and full charge bookkeeping skills.
- May be required to work long or extended hours at certain times, primarily during the Fair.
- May require supervision of temporary or contracted staff
- Reports directly to the General Manager

ESSENTIAL DUTIES & RESPONSIBILITIES: Include the following, other duties may be assigned.

Finance Administrator

Responsible for all financial records and their accuracy of the Nez Perce County Fairgrounds and Fair.

- Enters all financial records into an applicable software program (QuickBooks) such as disbursements, receipts, and invoicing for all interim events, equipment rentals, RV parking, and all sponsorship agreements.
- Accounts Payable processing ensuring compliance with policies.
- Prepares reconciled monthly and annual financial reports. Compiles reports with supporting documentation to contracted CPA firm to prepare the required annual audit.
- Prepares payroll and accompanying reports. Ensures all appropriate payroll, retirement, health insurance, and taxes are paid on time.
- Responsible for preparing quarterly and year-end statements to include, federal & state employment taxes, W-2's, 1099s, and other related documentation.
- Completes all Human Resource documentation and on-boarding of new employees.
- Keeps accurate records for PERSI retirement, vacation, sick leave, and health insurance.
- Prepares and pays Idaho Sales Tax.
- Prepares reconciled Fair Profit & Loss Report to be published in the local paper.
- Providing reconciled detailed general ledger reports and other information to assist General Manager in preparing budgets.



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Fair Coordinator

Responsible for the formulations and execution of all Fair commercial vendor sales along with providing open communication with vendors during the Fair and other interim events. Ensuring all vendors have appropriate liability insurance and required sales tax forms.

- Process vendor applications, space assignments, prepare vendor contracts, track payments, prepare admission packets and monitor vendors for possible rule violations.
- Responsible for Commercial & 4-H RV parking applications, payments, and space assignments.
- Responsible for recruiting all open class department superintendents, judges, assistants, and temporary office staff.
- Inventory and order fair supplies including ribbons, entry tags, admission tickets, parking passes.
- Assist data entry clerk with entry tag software program (ShoWorks)
- Prepare Fair Exhibitors Handbook for printing.
- Locate sponsors for open-class department prizes
- Social media management.
- Maintaining secure access to fair cash vault and assisting with reconciling fair ticket cash drawers each day.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES

- Working knowledge of basic accounting practices. QuickBooks knowledge preferred.
- 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.
- Computer literate and working knowledge of Microsoft Office programs, including Word, Excel, Outlook, and Publisher. Photo manipulation software helpful.
- Ability to be adaptable to the changes in technology and accounting.
- Attend all Board Meetings when required and act as Minute Taker to the Board. Approximately 4 hours a month in the evening.
- Ensure the minutes of the meetings of the Board are recorded and transcribed in an accurate, timely manner. An electronic recording is also permitted.
- Maintain confidentiality of all items discussed in board meetings as well as within the office.

EDUCATION

- High School diploma
- Preferred, though not required: Associate's or Bachelor's Degree in business management, finance management, or accounting



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EXPERIENCE

- Three or more years of experience in office/account management.
- Three or more years of administrative experience using MS Office Programs, such as Word, Excel, and Outlook.
- Strong working knowledge of basic accounting.
- Experience in volunteer management and temporary staffing desirable.
- Experience with event organization desirable.

NECESSARY SPECIAL REQUIREMENTS

- Must be 18 years of age or older.
- Must possess a valid driver's license.
- This position requires acceptable background and motor vehicle check.

WORK ENVIRONMENT

- May work in an environment consisting of dirt and dust, loud noise, 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.

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, balancing, 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, loudspeaker, and two-way radio.
- 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.



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TO APPLY

- Send resume, cover letter, and salary requirements to Vanessa Adams, General Manager, via email at vanessa@npcfair.org or mail to 1229 Burrell Avenue, Lewiston, ID 83501.
- Resumes due on or before June 3, 2021. Open until filled.
- Start date to be determined.