

TREASURERS OFFICE MANAGER

The Rock County 4-H Fair Association is a non-profit entity dedicated to provide learning and leadership opportunities for the youth of Rock County. The fair is committed to providing a family event with opportunities and experiences promoting 4-H, FFA, agriculture and education.

Job Responsibilities

Pre-Fair Activities – 10 hours per week (June/July)

- Perform HR activities related to the hiring of all gate personal including performing interviews, collecting and reviewing paperwork, building and maintaining the Fair week gate personnel schedule.
- Prepare the Treasurers office for fair week including organizing and ordering materials, updating forms, preparing electronic devices for ticket scanning

Fair Week Activities – Full time July 24 – August 4

- Open the Treasurer's office each day during the fair. Prepare the morning gate workers shift.
- Reconcile and balance the previous days accounts
- Prepare bank deposits
- Fill ATM Machines
- Manage Treasurers office Staff

Requirement

- Bachelors Degree
- Be familiar with and competent on various computer applications including MS word, Excel
- Have a strong work ethic
- Have good communications skills and enjoy working with people
- Have good organization skills
- Can work independently, and do not need continual assistance.
- Ability to manage people
- Comfortable counting and managing money
- Must be available from 6:30am – 2:30pm each day during the fair from July 25th – July 30th.

Hours

This position will be 10 hours per week from June 5th – July 21st and full time from July 24th – Aug 4th. The work hours are flexible Monday through Friday and can be arranged with the Rock County 4-H Fair Treasurer.

Application

Please submit a resume and application to abbey.gasser@gmail.com or mail to Rock County 4-H Fair P.O. Box 606 Janesville, WI 53547-0606. For questions please contact us at (608) 751-2494



Rock County 4-H Fair

P.O. Box 606, Janesville, WI 54547

Phone: 608-755-1470 Email: info@rockcounty4hfair.com

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Special Skills, Training, or Certifications: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
☐ ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
☐ ☐

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I agree to conform to the company's rules and policies, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option.

I hereby authorize Rock County 4-H Fair, Inc to obtain or release information pertaining to me from any or all of the following sources: Previous employers, School, college, university or other educational institutions, Law enforcement agency, Any place of business (for purposes of obtaining credit or employment data)

I hereby release Rock County 4-H Fair, Inc from any and all liability or damages from obtaining or proving the information requested.

Signature: _____ Date: _____