

Position: Bookkeeper
Start Date: To Be Negotiated
Salary/Benefits: Commensurate with experience



Basic Function:

- Accountable for the overall operations of the Fort Bend County Fair Association (FBCFA) and all sanctioned events in a manner that is businesslike, economically feasible, professional, diplomatic, and consistent with the FBCFA Mission. FBCFA is a 501(C)3 organization which operates through a Board of Directors, Executive Committee, and office staff.

Bookkeeper Requirements:

- Experience with Quickbooks
- Understanding of accounting terms and how to record transactions in the book of accounts
- Strong computer skills and attention to detail
- Excellent ability to communicate both in writing and in speaking
- Excellent customer service and organizational skills
- Good time management skills that allow flexibility to meet deadlines
- Excellent team player that works well with others to achieve common goals

Duties and Responsibilities (included but not limited to):

- Maintain accurate records of financial transactions
- Prepare invoices, record receipts of money and monitor accounts receivable
- Pay vendor invoices and record payments
- Track, monitor and record credit card transactions
- Track, monitor and reconcile various bank accounts and investments
- Calculate, pay and record monthly sales tax
- Assist with the preparation of the monthly financial statements
- Track and monitor various event deposits and subsequent payments
- Obtain and properly file necessary documentation for internal/external purposes
- All other duties as assigned by Executive Manager

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required for the listed position.

Individuals interested in a career with the Fort Bend County Fair Association are encouraged to send cover letter, resume list of references and salary requirement to:

FBCFA

Attn: Keith Smith

ksmith@fbcfa.org