



**Arizona Exposition & State Fair
Accounting Clerk - Grade 17
\$13.94 hr- \$19.00 hr
February 2019**

The Arizona Exposition and State Fair (AESF) has an immediate opening for an experienced, task-oriented Accounting Clerk as the front-line individual for accounts receivable. In this exciting role, you will additionally assist with purchasing, payroll data entry, and general accounting office functions.

You will be responsible for:

- Working with the Chief Financial Officer (CFO), accounting staff, and other departments to process billing for services, preparing and sending invoices, processing receipts and preparing daily deposits;
- Working with vendors to ensure timely payments;
- Investigating problems with obtaining payment for bills;
- Entering information into the Arizona Financial Information System (AFIS), Procure AZ and QuickBooks;
- Creating and preparing purchase orders or bid requests for purchases above \$10,000;
- Assisting with biweekly payroll;
- Assisting accounting office in the box office;
- Data entry and filing paperwork; running reports, creating/maintaining spreadsheets;
- Other duties as assigned.

NOTE: Flexible weekend and evening schedule required, working long extended hours, including holidays.

High school diploma or GED equivalent required. College level accounting classes or accounting degree preferred. Ideal candidate will have 2- 3 years' of responsible accounting experience or governmental accounting background. High degree of accuracy with data entry required. **Preference will be given to those candidates with experience in QuickBooks, AFIS and Procure AZ.**

KNOWLEDGE, SKILLS, AND ABILITIES (KSA's):

- Strong QuickBooks experience a must;
- Working knowledge of AFIS and Procure AZ;
- Good mathematical background with cash handling experience and strong skills in sorting, counting, and verifying numbers;
- Highly detailed-oriented with the ability to prioritize and organize by order of importance;
- Excellent organizational skills with the ability to be thorough, resourceful, and plan;
- Demonstrated ability to communicate effectively (written and verbal);
- Excellent grammar, spelling, and proofreading skills;
- Strong computer skills to include Google Suites and Microsoft Suites (Outlook, Excel, Word, PowerPoint);
- Experience with spreadsheets and automated accounting systems including QuickBooks;
- Use of 10-Key calculator for a variety of accounting functions;
- Ability to multi-task and perform at high levels in a fast-paced, ever changing work environment with deadlines;
- Ability to work independently, with little supervision and as part of a team;
- High degree of initiative and flexibility.

BENEFITS:

The Arizona Exposition and State Fair offer a comprehensive benefits package to include:

- Sick leave
- Vacation with 10 paid holidays per year
- Health and dental insurance
- Retirement plan
- Life insurance and long-term disability insurance
- Optional employee benefits include short-term disability insurance, deferred compensation plans, and supplemental life insurance

RETIREMENT:

Positions in this classification require participation in the Arizona State Retirement System (ASRS). Please note enrollment eligibility will become effective after 27 weeks of employment.

To apply, please link:

<https://azstatejobs.azdoa.gov/ltmprod/xmlhttp/shorturl.do?key=2QVA>

Arizona Exposition and State Fair is an Equal Opportunity Employer and Reasonable Accommodation Employer.