



Lake Perris Fairgrounds

STATE OF CALIFORNIA
46th District Agricultural Association
18700 Lake Perris Drive • Perris, California 92571

Released: September 11, 2017

Job Announcement

Business Assistant I, District Agricultural Association

Looking for the classification of Business Assistant used in District Agricultural Associations to assist the Secretary-Manager and other management staff with the coordination, operation, and accomplishment of a District Agricultural Association's business functions in the areas of fiscal support and reporting; contracts and purchasing; events, exhibits, and Association promotion; and/or personnel and administrative support.

The work performed by incumbents includes the following:

Fiscal Support and Reporting: Researches and compiles statistical data and information for a District Agricultural Association's annual budget request; performs budget calculations; prepares budget transfers; verifies the availability of funds for transfers; compiles and maintains budget control information; compiles data and prepares budgets for interim events; prepares financial reports including statements of operations; maintains the general ledger or journals; makes bank transactions, such as deposits and transfers, reconciling bank statements; accounts for revenue and disbursements; tracks multiple funds, including capital outlay, special projects, and investments; verifies operating expenses and capital expenditures as charged to various funds; prepares trial balances, profit and loss statements, and other financial statements; prepares payroll data, including requisite reports; collects, controls, and balances competitive entry fees, commercial space rentals, concession percentages, ticket sales revenue, admission monies, and parking fees; accounts for and reports revenue, attendance, handles, profit-loss statements, and concessions for racing and satellite wagering; organizes and oversees advance sales and performs revenue accounting; balances and deposits receipts from fair time; prepares tax returns; prepares invoices/statements and issues receipts for revenue; establishes control ledgers for payroll, revenue, and expenditures; accounts for special project funds received from the Department; opens and closes accounts each fiscal year.

Contracts: Prepares justifications for sole source contracts; negotiates and/or prepares agreements for services and supplies; negotiates and/or prepares rental contracts; processes contracts, insuring that requisite information is included; determines and obtains certificates of insurance.

Purchasing: Prepares requests for proposal (RFP's) and bid packages, including specifications; attends bid openings, records results, notifies bidders; locates and determines appropriate sources of supply, based on price, quality, and regulations and policies; verifies that items received are consistent with purchase orders, resolving discrepancies with vendors; maintains purchasing records and prepares reports.

Administrative and Personnel: Assists the Secretary-Manager and other management staff with general planning and organization; develops policies and procedures for personnel, budgets, accounting, exhibits, etc; makes recommendations on policies, operations, and procedures to the Secretary-Manager, or Board of Directors; prepares administrative reports and correspondence; researches information to support management decisions; oversees a District Agricultural Association's computer systems; maintains personnel files and records; determines appropriate withholding from pay warrants; prepares periodic retirement, medical, dental, vision, insurance, and union dues reports; administers labor contract agreements; processes Workers' Compensation claims; provides advice to employees, regarding benefits; assists and/or prepares responses to grievances; prepares personnel documents and reports; audits attendance and time worked information; provides training, supervision, and work evaluations for other permanent or temporary staff.

Exhibits: Organizes competitive exhibits; negotiates with, hires, and provides orientation to judges; solicits sponsors for awards; prepares premium lists/exhibitor handbooks; adds and deletes competitive exhibits; interprets and applies State and local rules; organizes the set-up of exhibits; sells commercial and concession spaces; researches and compiles statistical data regarding exhibits; develops promotion strategies to solicit exhibitors.

Events: Works with interim users regarding set-up and facility needs; schedules calendar of facility use and events; reviews certificates of insurance; coordinates maintenance and security for events; assists with general publicity and media efforts regarding events and the availability of the District Agricultural Association's facilities as a community resource; assists with the development of promotion strategies; prepares brochures regarding rental rates, events, and facility use.

Minimum Qualifications

Experience: Two years of experience performing and coordinating a variety of business service and support functions in an organization. Previous work experience shall have included public contact responsibilities. One year of the required experience must have included experience in performing bank reconciliations, maintaining trial balances and

keeping a general ledger. Experience as a full-charge bookkeeper is highly desirable. and Education: Completion of the equivalent of nine semester units in Accounting 1A and 1B and Business Law.

Knowledge and Abilities

Knowledge of: General business practices and methods; practices, procedures, and methods of fiscal record keeping; basic accounting principles and methods; general purchasing methods, controls, and procedures; basic personnel procedures; District Agricultural Association's operations and events; and public relations.

Ability to: Organize, coordinate, and accomplish a variety of business support functions; prepare budget estimates and control expenditures; coordinate and accomplish office support activities; gather, organize, and summarize data; prepare reports and correspondence; organize and establish work priorities; work under pressure; independently complete a variety of assignments; work effectively with the public.

Please mail, email, or walk in resume to:

Attn: Carl Wuersch
Southern California Fair
18700 Lake Perris Drive
Perris, CA 92571
ceo@socalfair.com

For questions about this position, call Carolan at 707-489-6238

Resume Deadline Date:

Monday, October 16, 2017

Interviews to be scheduled after paper applications are received.