



POSITION OPENING

POSITION: Seasonal General Accounting Purchasing Assistant

SALARY: \$20 to \$23/hour, based on experience

At the Alameda County Agricultural Fair Association, we are dedicated to the management of the Alameda County Fairgrounds and the preservation of the annual Alameda County Fair. We are driven to assure the long-term viability of the Fairgrounds, present an exceptional annual Fair and provide year-round opportunities that celebrates the heritage and diversity of our county. As employees, we strive to focus on our values--inclusiveness, excellence, collaboration, innovation, positivity, team success, community and environment.

POSITION SCOPE:

The Seasonal General Accounting Purchasing Assistant will provide support to the accounting department on various duties. This position will assist with the purchasing, receiving and delivering of shipments. Other Accounting duties may include reconciliation, billing and processing receivables. It is a seasonal position with the potential to become a regular, part or full time position.

YOU WILL:

- Assist with organizational purchasing including evaluating bidding and receipt of products
- Process accounts receivable and reconcile bank statements
- Prepare variance reports and spreadsheets
- Reconcile bank statements
- Assist in the reconciling and reporting for Fair
- Support Accounting Supervisor with projects as needed

YOU WILL BRING:

- Minimum of 2 years accounting experience
- Bachelor's degree or Associate's degree in Accounting (preferred)
- Proficiency in Excel and Microsoft Office
- Excellent organizational skills
- MAS 90 experience (a plus)
- Ability to switch from project to project with in the workday
- Strong verbal and written communication
- Capability to work in a team environment
- Agility to move and carry items weighing up to 20 lbs.
- Capability to twist and turn repeatedly while lifting
- Ability to work a flexible schedule of 30-40 hours per week including weekends during Fair

Alameda County Fair Association is an Equal Opportunity Employer and encourages all qualified persons to apply.

Please submit your resume to:

jobs@alamedacountyfair.com

By fax: 925 426-5196

By mail: 4501 Pleasanton Avenue, Pleasanton CA 94566 Attn: Patti Coonce

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