



POSITION OPENING

POSITION: Full Time General Accounting Assistant

SALARY: \$22 to \$26/hour, based on experience

For over 100 years the Alameda County Fairgrounds has been a part of the community hosting live horse racing, over 250 events a year and an annual Fair that includes live concerts, tasting fests and cultural festivals that bring in nearly a half-million guests every summer. We are the Alameda County Agricultural Fair Association, a non-profit dedicated to managing the Fairgrounds.

The Alameda County Fair team is driven to assure the long-term viability of the Fairgrounds, present an exceptional annual Fair and provide year-round opportunities that celebrate the heritage and diversity of our county. As employees, we focus on our values-community, inclusive, excellence, collaborative, innovative, positive, environment and the celebration of our successes!

POSITION SCOPE:

The General Accounting Assistant is a full time, benefitted position in our Accounting department. This position provides support to the organization with reconciliations, billing and processing receivables. We offer excellent health coverage, generous leave and work in a fun, fast-paced environment.

We are looking for a detail-oriented, self-starter with accounting experience interested and excellent Excel skills.

YOU WILL:

- Process accounts receivable
- Invoicing, collections, bank deposit reconciliation
- Prepare variance reports and spreadsheets
- Assist in the reconciling and reporting for Fair
- Support Accounting Supervisor with projects as needed

YOU WILL BRING:

- Minimum of 2 years accounting experience
- Proficiency in Excel and Microsoft Office
- Excellent organizational skills
- MAS 90 experience (a plus)
- Multi-tasking ability
- Strong verbal and written communication
- Capability to work in a team environment
- 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: Traci Brumm

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