



POSITION OPENING

POSITION: Junior Accountant

SALARY: \$25 to \$27/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! Through our programming and events, we make a positive impact on our community. Come join us!

POSITION SCOPE:

The Junior Accountant is a full time, benefitted position in our Accounting department. This position will perform basic accounting functions, such as balance sheet reconciliation, bank reconciliation and data entry for journal entry or other reporting preparation.

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

YOU WILL:

- Prepare Bank reconciliations
- Balance Sheet reconciliation and journal entry preparation
- Data entry for various financial reports
- Complete sales tax filing
- Manage purchase orders and requisition records
- Manage shipping and receiving packages
- Oversee company phones, copiers and equipment
- Perform other related duties as assigned

YOU WILL BRING:

- Bachelor's degree in Accounting, Finance, or related field required
- 2 years of professional experience in accounting or finance
- Excellent verbal and written communication skills
- Attention to details
- Excellent organizational skills
- Ability to lift and carry 30 lbs.
- Ability to bend, stoop and twist frequently
- Ability to perform repetitive tasks in a safe manner

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

main 925.426.7600 | fax 925.426.7599 | alamedacountyfair.com | 4501 Pleasanton Avenue | Pleasanton | California 94566