

**POSITION OPENING**

**POSITION:** Accounting Supervisor

**SALARY:** \$80,000 to \$93,000 annually, 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:**

This is a full-time exempt position that will oversee the accounting operations, including accounts payable, accounts receivable, financial accounting and balance sheet reconciliations. The Accounting Supervisor will lead the accounting team by mentoring and managing the current staff; select, onboard and train new hires.

The Accounting Supervisor needs to have a knowledge of GAAP/FASB; will lead month and year end process, lead auditing process, assist with budgeting.

**YOU WILL:**

- Lead month end close and year end close
- Audit payables, receivables and balance sheets
- Review financials with CFO and present to senior management
- Create financial models for budgeting, cash forecast, profit & loss projections and KPI to support organizational decision making
- Lead and manage accounting staff including training, including hiring and evaluating performance
- Assist with government agencies' reporting of the financials
- Develop processes and procedures to improve efficiency of the organization

**YOU WILL BRING:**

- CPA and/or MBA preferred
- Bachelor's degree in Accounting, Finance, or related field required
- 3 years of supervisory experience in accounting, finance or auditing firms
- Excellent verbal and written communication skills
- Thorough understanding of Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards

- Thorough understanding of methods of systems analysis and the principles, design, and procedural methods used in big data analysis
- Excellent advanced Excel and PowerPoint skills
- Excellent organizational skills and attention to detail

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