



POSITION OPENING

POSITION: Junior Accountant & Contract Specialist

SALARY: \$25 to \$27/hour

POSITION SCOPE:

The Junior Accountant and Contract Specialist is a full time, benefitted position in our Accounting department. This position will perform basic accounting functions, such as accounts receivable, 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 and excellent Excel skills.

YOU WILL:

- Balance Sheet reconciliation and journal entry preparation
- Assist with Financial Reporting
- Assist with Service Agreements and Contracts including create, record and organize all agreements. Assist in ERP implementation to migrate all existing agreement and contracts and reporting to ERP.
- Manage purchase orders and requisition records
- Manage shipping and receiving packages
- Oversee company phones, copiers and equipment

YOU WILL BRING:

- 2 years of professional experience in accounting/finance and/or managing contract/agreement
- Excellent verbal and written communication skills
- Attention to detail
- Multi-tasking ability
- Capability to work in a team environment
- Ability to lift and carry 30 lbs. Ability to bend, stoop and twist frequently
- Ability to perform repetitive tasks in a safe manner
- Proficiency in Excel and Microsoft Office
- Excellent organizational skills
- SAGE Intacct experience (a plus)
- Ability to work a schedule of 40 hours per week including weekends during Fair on site in our Pleasanton office

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!

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