



Business Assistant Job Description Solano County Fair Association

The Solano County Fair Association (SCFA) seeks an energetic and accomplished Business Assistant to perform administrative, bookkeeper, and office manager duties. This full-time, benefitted position, offers competitive pay, and a unique opportunity to serve the community in a positive work environment. A passion for the County Fair, entertainment, community engagement, and the event industry are a must! Solano County Fairgrounds are in Vallejo, CA. Position is for on-premises employment.

Anticipated start date Monday, March 25, 2024

Apply at: <https://www.scfair.com/employment-opportunities>

- Hours: 40 hours per week. Additional hours may be required.
- Salary: \$26.25 to \$31.90 per hour
- Benefits: Health, Dental & Vision Benefits
- Retirement: 401(k) Retirement account with 3% matching employer contribution
- Vacation: Accrual at 3.08 hours per pay period, following probationary period
- Holidays: 11 paid days
- Sick Leave: Accrual at 3.7 hours per pay period

Position Summary

Reporting to the Chief Executive Officer (CEO), the position is responsible for overseeing and administering the SCFA's day-to-day financial and administrative activities and cultivating a welcoming environment for co-workers, visitors, and business partners. The Business Assistant is responsible for overseeing and coordination of the activities and tasks within the administrative office team.

Desired Qualifications:

- A cooperative, professional, positive attitude.
- Ability to work collaboratively with diverse groups.
- Effective written & verbal communication; Spanish speaking a plus.
- Proficient computer skills.
- Proficiency with Microsoft Office Suite products – MS Word, Excel, etc.
- Proficiency with standard accounting practices.
- Familiarity with “Sage” &/or “Activity” software is beneficial.
- Associate of Arts degree, bookkeeping or accounting experience required. Experience may be substituted for an AA depending on the experience.
- A valid California driver's license.
- Ability to lift 30 lbs.
- Must be able to work occasional unusual hours, evenings, & weekends.



Business Assistant Duties Statement Solano County Fair Association

Expected Job Duties

Fiscal Support and Reporting:

- Accounting functions include accounts payable & receivable, banking, payroll, & other fiscal accounts.
- Overseeing & reconciling cash management functions of SCFA departments, including but not limited to year-round: admission & parking operations, food & beverage concessions.
- Preparing financial reports for the CEO, management staff and the Board of Directors.
- Conducting financial transactions in compliance with SCFA's policies.
- Assisting CEO, and management staff, with development & tracking of annual budget.
- Preparing annual Statement of Operations.

Personnel:

- Overseeing & performing Human Resource functions
- Maintaining Personnel files.
- Processing Worker's Compensation Claims.
- Processing Unemployment Claims.
- Processing PERS payments and related activities.
- Preparing documents for all employee hiring, onboarding, & orientation.
- Maintaining employee training records, certifications & licensing.
- Maintaining IIPP & Employee Safety Program.
- Processing quarterly reports & payments (Federal/State).
- Coordinating & managing volunteer time records.

Administrative Duties:

- Clerical support: Preparing materials for recruitment, outreach & meetings.
- Monitoring records retention schedule.
- Posting and mailing correspondence, invoices, & payments.
- Preparing contracts & agreements on behalf of SCFA.
- Procuring supplies & materials for administrative functions & some operations.
- Preparing required reports & filings required of the organization.
- Receiving & directing inquiries to appropriate personnel.
- Monitoring & maintaining office equipment & supplies.
- Other duties as required.