



Business Assistant Job Description Solano County Fair Association

The Solano County Fair Association (SCFA) seeks an energetic and accomplished administrative assistant, bookkeeper and office manager. 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!

- 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 matching employer contribution of 3%.
- Vacation: Accrual at 3.08 hours per pay period, after 3-month probation.
- 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.

General responsibilities:

- Accounting functions including accounts payable & receivable, banking, payroll, and other fiscal accounts.
- Overseeing and reconciling cash management functions of SCFA departments, including but not limited to admission and parking operations year-round, food and beverage concessions year-round.
- Preparing financial reports for the CEO and Board of Directors.
- Conducting financial transactions in line with SCFA's policies.
- Preparing contracts and agreements on behalf of SCFA.
- Procuring supplies and materials for administrative functions and some operations.
- Preparing required reports and filings required of the organization.
- Receiving and directing inquiries to appropriate personnel.
- Monitoring and maintaining office equipment & supplies.
- Overseeing and performing Human Resource functions, managing employee files, required safety training programs, and other HR functions.

Desired Qualifications:

- A cooperative, professional, positive attitude.
- Ability to work collaboratively with a diverse group of people.

- Effective written and verbal communication; Spanish speaking a plus.
- Proficiency with “Activity” financial software and Microsoft Office Suite products.
- Familiarity with “Sage” or other financial softwares 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.
- Ability to work occasional unusual hours, evenings, and weekends.
- Other duties as required.