

*Washington*  
**STATE FAIR**

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The Washington State Fair Events Center (WSFEC) is hiring a Controller to oversee accounting functions for six (6) limited liability companies, payroll taxes, human resources including employee benefits, accounts receivable and general ledger accounting. As the Controller, you will be responsible for all general ledger accounting, bank reconciliation and general accounting guidance for the organization. You will direct accounting activity in the department and oversee current accounting operations. The Controller should be an innovative and strategic thinker prepared to offer recommendations for improvement and ability to implement new processes.

**Essential Responsibilities:**

**FINANCIAL PRESENTATION**

- Prepare accounting department month end close procedure and document them for the audit trail.
- Consult with CFO to ensure all financial activity is recorded within proper periods and revenue and expense recognition is consistent.
- Consult with CFO to ensure GAAP are applied to transactions.
- Assist CFO with preparation of the Consolidated Financial Statements for Washington State Fair Events Center

**LLC'S**

- Responsible for all general ledger accounting for the six wholly owned subsidiaries
- Reconcile intercompany accounts and assist with reconciliations for consolidated financials.
- Prepare monthly, quarterly, and yearly tax payments to the Department of Revenue and Pierce County, including B&O, Sales, Use, and personal property tax.
- Renew LLCs' Business Licenses
- Reconcile monthly Bank Statements
- Work with rental management to coordinate payments, invoices, management fees, and taxes due.
- Manage the accounting software with new-year set ups, year-end closings, and new account set ups.
- Assist CFO in preparation of LLC Financials for presentation to the Finance Committee.

**PAYROLL**

- Help implement Paycom Payroll software
- Prepare and upload ACH and Process Positive Pay transmittal from accounting software to Bank
- Maintain 941 payroll tax spreadsheet and process tax payment via automated phone system
- Prepare, upload, and submit 403(b) employee deferral to investment company
- Remit garnishments / levy
- Post SUTA and L & I taxes
- Responsible for preparation and payment of Quarterly 941, SUTA, L&I, and PFML taxes
- Prepare and submit W-3 / W-2s to SSA
- Prepare and submit HSA employee deposits. Void, reissue, or stop payroll checks
- Responsible for preparing and submitting 1094 & 1095c for Affordable Care Act.

## **GENERAL LEDGER**

- Responsible for reconciling 30 general ledger accounts on a monthly basis.
- Review and reconcile revenue accounts.
- Prepare and submit B&O tax return and reconcile to liability account.
- Prepare annual Unclaimed Property Report and reconcile to liability account. File return online.
- Assist in compilation of Fixed Asset Inventory Listing and maintain property files.
- Oversight and posting of fixed assets to the GL.
- Compile and prepare schedules for Annual Audit
- Lead contact for Auditors and assisting Auditors with questions and requested documents during fieldwork.
- Prepare Financial Statements for Rodeo & Grandstand

## **ACCOUNTS RECEIVABLE MANAGEMENT**

- Responsible for the integration of Momentus with Microsoft Great Plains system to accurately record revenue generated by Washington State Fair, Spring Fair, Facility Rentals, Taste NW, sponsorship and Holiday Magic
- Reconcile to general ledger on a monthly basis
- Maintain Aging and make adjustments when needed.
- Management of refunds to customers and adjustments to appropriate accounts and general ledger accounts between Momentus and Microsoft Great Plains.

## **FAIR TIME**

- Responsible for reporting daily revenue figures via reports to the Board of Directors, CEO and CFO
- Responsible for preparing weekly concert and rodeo sales reports and distributing to key staff, members of the Board of Directors and outside promotor from February through end of fair
- Assist with department application and payroll posting as needed
- Responsible for processing background screening for departments that require background checks
- Responsible for reconciling treasury reports to register reports for Alcohol, Grandstand, Artist in Action, and Art vendors and processing final payments.
- Oversee credit card terminals and act as Liaison between Fair time departments and Merchant Card Services
- Create, maintain and distribute 5 procedure manuals to 3 Fair time departments and responsible for providing information regarding prices, hours, discounts, schedules, etc.

## **HUMAN RESOURCES**

*Management of the Group Insurance plans including:*

- Prepare monthly payments for both Medical and dental plans
- Process new hire and terminated employee paperwork and alert payroll of changes
- Responsible for yearly census

*Management of the 403(b) Retirement plans including:*

- Act as Plan Administrator for 403(b) requiring coordination and communication between Washington State Fair and investment company
- Prepare bi-weekly submittals of employee deferred compensation
- Prepare monthly submittals of employer matching contribution
- Responsible for preparation and submittal of Census and Form 5500

*Responsibilities of Human Resources:*

- Prepare forms / information and department manuals and distribute to employees.
- Assist with Employee Performance Reviews
- Work directly with outside company to develop Market pricing

**Desired Skills and Experience:**

- Bachelor's Degree in Accounting, with 8 or more years of experience in Accounting and Human Resources. CPA Preferred.
- Must have good organizational and record keeping skills, with the ability to multi task.
- Must have effective people skills with the ability to expedite and follow through with projects and paperwork.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- To perform this job successfully, an individual must have knowledge of Microsoft Office Suite, Microsoft Great Plains, and QuickBooks. Momentus experience is preferred.
- Able to work additional hours during peak activity times.

**COMPENSATION & BENEFITS**

The pay range for this position is \$95,000 to \$125,000/annually based on an assessment of knowledge, skills and

experience of the candidate offered. Employees are offered healthcare coverage options which include medical, dental, vision, long term disability insurance and are able to enroll in the Fair's 403(b) plan.

Employees accrue ten vacation days and eight sick leave days a year, which can be used once accrued. Additionally, employees enjoy fourteen paid holidays throughout the calendar year.

**How to Apply:**

Submit a cover letter and resume via email to Geoff Cole, [geoff@thefair.com](mailto:geoff@thefair.com) by February 3rd, 2025.

No phone calls or in-person resumes please.