

Washington
STATE FAIR
EVENT CENTER

ACCOUNTS PAYABLE SPECIALIST

The Washington State Fair Event Center is hiring an Accounts Payable Specialist to support the accounting department and Chief Financial Officer aligning with the organization's mission and goals. The role is responsible for the accounts payable for the Event Center, which operates five signature events annually.

ESSENTIAL JOB DUTIES

ACCOUNTS PAYABLE

- Sorts receiving slips, purchase orders, and invoices to prepare for A/P processing.
- Matches up invoices with corresponding receiving and/or purchase orders.
- Enters Invoices into system after approvals/and or matching to purchase orders.
- Processes bi-monthly A/P check run. Prepares checks for mailing and filing.
- Handles all A/P related correspondence and researches all A/P related problems.
- Maintains and updates vendor files as needed. Process credit applications.
- 1099 maintenance and filing.
- Maintains vendor W'9 and responds to any W'9's requested from the Fair.
- Responsible for preparing and annual filing of 1042s.
- Reconciliation and processing of alcohol purchasing through Fintech.
- Reconciles monthly statements of accounts from suppliers.
- Reconciles and closes month-end for Accounts Payable.
- Maintain Work in Progress Accounts and Processes
- Maintain Use Tax vendors and schedule
- Reconciles petty cash and distributes as needed.
- Analyzes and updates utilities schedule for monthly financial statement and budgeting purposes at fiscal year-end.
- Post checks, EFTs and reconcile total disbursements in cash book.
- Update schedule of assessed values for real property and prepare personal property tax affidavit.
- Reconcile Corporate Credit Cards
- Reconciles payroll bank account.
- Responsible for reconciling assigned GL accounts.
- Prepare standard journal entry annually.
- Coordinate and oversee annual shredding with all departments.
- Maintain vehicle files and transferring of titles on new vehicles.
- Requests certificates of insurance as needed.
- Prepares and maintains spreadsheet of rental property income, expense, insurance and property taxes.
- Maintains property files and property schedules.
- Prepares monthly A/P packet for Board
- Assists CFO as needed.
- Performs other duties as assigned.

WASHINGTON STATE FAIR & SPRING FAIR

- Order Supplies/Currency Counters Service
- Gates & Midway/Sillyville Booth Set Up
 - Signage
 - Gates & Midway/Sillyville Booth Maintenance
- Work with Ticketing on Fairtime Credits and Voids
- Communicate with ATM providers issues
- Oversee Part time general maintenance person for booth prep.
- Prepare concert settlements and payment daily during the Washington State Fair.
- Prepare and submit B & O taxes for grandstand entertainers.
- Bingo Application & file annual report with Washington State

IDEAL QUALIFICATIONS

- High School Diploma/GED with knowledge of accounting; accounts receivable, accounts payable, and general ledger. Over three and up to five years of experience.
- Must have good organizational and record keeping skills, with the ability to handle pressure situations.
- Must have effective people skills with the ability to expedite and follow through with projects and paperwork.
- Ability to read, analyze, and interpret general business periodicals and governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to communicate effectively with staff members, Board of Directors and outside vendors.
- Possess strong computer skills with knowledge of Microsoft Office Suite. Knowledge of Microsoft GP is highly preferred.

COMPENSATION & BENEFITS

The pay range for this position is \$28 to \$36/hour based on an assessment of the knowledge, skills, and experience of the candidate offered. Employees are offered healthcare coverage options which include medical, dental, vision, long 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

Please email your cover letter and resume to ingridf@thefair.com. The job posting will remain open until the position is filled.