

*Washington*  
**STATE FAIR**  

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**PUYALLUP**

## **THE POSITION**

The Washington State Fair is seeking a dynamic individual to provide strong analytical financial leadership. The CFO is a member of the executive leadership team responsible for executing the organization's strategic plan. The position oversees all accounting, audit and tax functions of the Washington State Fair and the Washington State Fair Foundation.

## **ESSENTIAL JOB DUTIES**

### **FINANCIAL**

- Direct the overall financial plans and accounting practices ensuring the highest standards of financial integrity.
- Ensure proper and timely financial accounting in accordance with GAAP.
- Develop and maintain systems of internal control to safeguard financial assets of the organization.
- Responsible for relationship with outside accounting firm and preparation of audited financial report.
- Prepare schedules for completion of the Fair's Form 990 and 990-T and Foundation's Form 990.
- Maintain banking relationship and monitor banking activities including financing as needed.
- Coordinate, compile and prepare annual Operating budget and monitor Fair's ongoing performance against budget.
- Prepare forecasts to help maximize resources, address potential issues and optimize profitability and growth.
- Assist with development of annual and future years' Capital budget.
- Ensure adequate cash flow to meet the organization's short and long-term needs.
- Oversee accounting department and directly supervise Controller.
- Prepare monthly financial statements including consolidation of wholly owned subsidiaries.
- Prepare monthly cash flow report consolidating activity of multiple bank accounts.
- Responsible for the separate but related 501(c)3 affiliate, Washington State Fair Foundation's financial statements, general ledger accounting and reconciliation with donor database software.
- Manage Fair's and Foundation's cash and investments, and investment opportunities.
- Responsible for coordinating reporting of subsidiaries with joint ownership with outside companies.
- Attend monthly Board meetings.
- Fully responsible for agenda, materials and minutes of quarterly Finance Committee and periodic Personnel Committee meetings.
- Attend and contribute to various Board committees.
- Fulfill role as Treasurer for Washington State Fair Foundation including attending Executive and Board meetings.
- Generates analysis and schedules as requested by CEO, Board members and departments.
- Assist CEO to maximize the strategic use of human resources.
- Plan, direct, supervise, and coordinate work activities of staff relating to employment, compensation, unemployment and workers compensation.
- Oversee Employee Compensation Program including market pricing by outside company.
- Oversee Fair's 403(b) retirement plan including relationship with investment advisor and specific administrator tasks.

## **INFORMATION TECHNOLOGY**

- Maintains information technology strategies by managing staff and outside contractors.
- Maintains organization's effectiveness and efficiency by defining, delivering, and supporting strategic plans for implementing information technologies.
- Recommends information technology strategies, policies, and procedures by evaluating organization outcomes; identifying problems; evaluating trends; anticipating requirements.
- Responsible for relationship with outside contractors who provide support for networks and WiFi.
- Assess IT needs and develop strategy for campus WiFi, LAN, hardware and software needs.
- Coordinate and meet with outside contractors to implement plans that will optimize organization's various systems.
- Oversee completion of projects by coordinating resources and timetables with user departments.

## **FAIRTIME**

- Oversee fairtime ticketing department which includes Parking, Gate, and Ride & Game ticket sellers for Washington State Fair, Spring Fair and other events.
- Responsible for central cash vault operations.
- Oversee reporting of daily ticketing results.
- Prepare settlements with various vendors.

## **IDEAL QUALIFICATIONS**

- Bachelor's Degree in Accounting, Finance, or Business related degree.
- CPA (Certified Public Accountant) license preferred, not required.
- 10 or more years of closely related experience.
- 10 or more years of experience in a leadership role or capacity.
- Ability to use mathematical methods or formulas to solve a problem.
- Ability to analyze and interpret financial data.
- Ability to analyze information, evaluate results to choose the best solution and solve problems.
- Knowledge of financial principles and practices and the ability to apply them effectively.
- Effective written communication skills as appropriate for the needs of the audience.
- Effective conflict management skills.
- Ability to effectively build relationships with customers, executive management, and other stakeholders through positive interaction, collaboration and problem identification and resolution.
- Broad knowledge and understanding of the trends and changes taking place in Fair and Event industry
- Ability to represent the company with external customers/clients.
- Excellent organizational skills and ability to maintain high level of accuracy, even under pressure.
- Ability to exercise sound judgment and make decisions based on accurate and timely analysis.
- Ability to work within tight time frames and meet strict deadlines.
- Ability to prioritize responsibilities and to organize workload to ensure that time frames are met within deadline and successful completion.
- Ability to define, develop, and analyze performance measures and metrics.
- Strong Excel spreadsheet skills; working knowledge of Microsoft Office and other related programs.
- Experience with Microsoft GP, Quickbooks and Ungerboeck Event Management software preferred.

## **ABOUT US**

Located in the shadow of Mt. Rainier, the Washington State Fair Events Center features a campus-like setting for year-round use. Trade shows, conventions, workshops and special functions are ideal events housed in this state-of-the-art Puyallup, Washington venue. The 165-acre setting offers ample parking for attendees, easy freeway access, and stress-free logistics for event promoters. The events center is a private-nonprofit organization.

The Washington State Fair is the largest fair in the state and in the Pacific Northwest, and one of the biggest in the world. The 20-day fair starts the Friday of Labor Day (closed Tuesdays), and welcomes more than a million guests who enjoy top-name entertainment, animals and agriculture, feature exhibits, booths, the arts, food and rides. The Fair started in 1900, and offers the tradition of the past, while celebrating the future. Each April, the 7-day Washington State Spring Fair is held, featuring animals, agriculture, booths, free entertainment, food and rides. The Spring Fair started in 1990, and is the perfect celebration of spring.

In addition to the fairs, the event center produces Oktoberfest NW in October and Holiday Magic in December. Oktoberfest NW is the largest Munich-style celebration at a venue in the state and features three days of great food, drinks, entertainment and activities for all ages. Holiday Magic is a festive winter experience filled with lighted displays, ice skating, live nativity animals, festive food and drinks, rides, a night market and more!

In July 2022, The Taste NW, was held at the Washington State Event Center. Formerly, The Taste of Tacoma, a popular food and entertainment event since 1986, it has found a new home. The three-day extravaganza featured a diverse array of restaurants, food trucks, music and other activities for all ages.

The event center also plays host to more than 140 other events during the course of a typical year, including private events, corporate picnics, car shows, swap meets, competitive sport tournaments and many more.

The Washington State Fair is a private non-profit 501(c)(3), with nearly 1,100 shareholders who are responsible for electing the Board of Directors.

## **COMPENSATION AND BENEFITS**

The Washington State Fair offers competitive compensation and benefits package.

## **HOW TO APPLY**

Please email cover letter and resume to [cfosearch@thefair.com](mailto:cfosearch@thefair.com) no later than July 20, 2022.