



Washington
STATE FAIR
EVENTS
CENTER®



**CHIEF FINANCIAL
OFFICER
OPPORTUNITY**

WHO WE ARE

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 hosts 150+ events throughout the year.

Started in 1900, 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, and welcomes more than a million guests who enjoy top-name entertainment, animals and agriculture, feature exhibits, shopping, the arts, food and rides. Additionally, each April the Washington State Spring Fair is held over two weekends featuring animals, agriculture, shopping, free entertainment, food and rides.

In addition to the fairs, the Washington State Fair Event Center produces Oktoberfest Northwest in October, The Taste Northwest in July, and Holiday Magic in December. Oktoberfest Northwest 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. The Taste Northwest is a three-day extravaganza welcoming a diverse array of restaurants, food trucks, and entertainment 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 a 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.



SUMMARY

The Washington State Fair is seeking a dynamic individual to provide strong analytical financial leadership. The Chief Financial Officer (CFO) must be a skilled communicator, effective leader and driven business person who can spur company growth; lead key accounting, audit and tax functions; create new processes; increase the overall efficiency of the organization; and ensure day-to-day operational excellence.

The CFO reports to the Chief Executive Officer and is a key member of the executive leadership team. The leadership team consists of the Chief Executive Officer, Chief Financial Officer, Chief Operations Officer, Chief Experience Officer, Chief Growth Officer and Chief Revenue Officer. In collaboration with the Board of Directors, the executive leadership team is responsible for delivering programs and services in support of our Mission, Purpose and Values.

Mission - We provide Washington's home to gather and celebrate for generations to come.

Core Purpose - To celebrate life in Washington.

Core Values - Education, Family and Fun.

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.
- 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.
- Responsible for signature event based financial reports.
- 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.
- Manage Fair's cash and investments, and investment opportunities.
- Oversee the financial processing of rental property and oversight of portfolio.
- Assist COO with annual commercial insurance renewal process.
- Responsible for coordinating reporting of subsidiaries with joint ownership with outside companies.
- Attend Board meetings.
- Fully responsible for agenda, materials and minutes of quarterly Finance Committee and periodic Thrillville/Sillyville Committee meetings.

ESSENTIAL JOB DUTIES

- Attend and contribute to various Board committees.
- Generates analysis and schedules as requested by CEO, Board members and departments.
- 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 the annual health and welfare benefit renewal process.
- Oversee Fair's 403(b) retirement plan, including relationship with investment advisor and specific administrator tasks.

FOUNDATION

- 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.
- Fulfill role as Treasurer for Washington State Fair Foundation including attending Executive and Board meetings.
- Prepare schedules for completion of the Foundation's Form 990.

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 AND OTHER EVENTS

- Oversee fairtime ticketing departments which includes Parking, Gate, and Ride & Game ticket sellers for Washington State Fair, Spring Fair and other events.
- Administration of Funcard POS system.
- Manage the financial settlement and Funcard program with carnival ride operators.
- Responsible for central cash vault operations.
- Oversee reporting of daily ticketing results.
- Prepare settlements with various vendors.
- Part of leadership team to troubleshoot administrative, operational, and safety issues during the event.

IDEAL QUALIFICATIONS

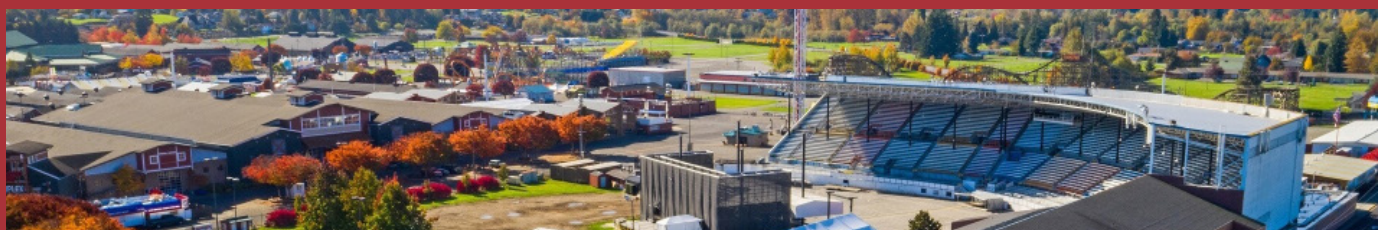
- Bachelor's degree in Accounting Finance, or Business related degree.
- Certified Public Accountant (CPA) license preferred, not required.
- 10 or more years of closely related experience.
- 10 or more years of experience in a leadership role or capacity.
- Ability to use mathematical methods or formulas 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.

COMPENSATION & BENEFITS

The starting pay range for this position is \$145,000 to \$175,000 based on an assessment of knowledge, skills and experience of the candidate offered. The salary range for the position is \$145,000 to \$240,000. Employees are offered healthcare coverage options which include medical, dental, vision, long term disability insurance and are able to enroll in the Fair's 403b 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 cover letter and resume to CFOsearch@thefair.com no later than February 5, 2024.



110 9TH AVENUE SW, PUYALLUP, WASHINGTON 98371 | THEFAIR.COM