

**INGHAM COUNTY
JOB DESCRIPTION**

ACCOUNT CLERK II - FAIR

General Summary

Under the supervision of the Fair Manager, provides accounting support to the Fair Department such as recording and processing accounts receivable and accounts payable, and reconciling bank accounts. Hires, supervises, and trains seasonal staff, sells grandstand tickets and maintains accounting records related to Fair Week. Performs a variety of related support functions including providing information to the public regarding activities and procedures, word processing, data entry and ordering supplies.

Essential Functions

1. Processes accounts receivable on ticket sales and maintains accounting of deposits on contracts, rental payments and other revenues from commercial exhibitors, concessionaires, off-season leases, winter storage, and community hall. Prepares transmittals for the Treasurer, reviews print-outs to ensure balancing, and reconciles with Treasurer's statements.
2. Reconciles checking accounts and general ledger and prepares monthly Treasurer's Report. Vouchers expenses, deposits monies received and maintains general ledger for funds. Dispenses checks for vouchers upon board approval.
3. Processes accounts payable for the department, ensures all invoices have been approved, checks supporting documentation, and forwards original invoices and accounts payable report to Financial Services Department for payment. Prepares monthly year-to-date report of invoices that have been paid.
4. Prepares monthly invoices and utilities statements and presents to the Fair Board for approval.
5. Receives telephone calls and assists walk-in customers with questions. Receives rental payments on community hall and assists with reserving dates and issuing contracts for community hall rentals.
6. Prepares letters and sends out to advertisers for advertisement in the fair premium book, collects payments and prepares journal entries of payments and advertisers. Invoices for sponsorship advertisement.
7. Updates and distributes premium books, accepts exhibitors' entries and appropriate payments. Proofs Fair Book.
8. Maintains premium account and other financial records for County and State audits.

9. Invoices customers and receives payments for off-season storage rental expenses.
10. Coordinates 4-H entries, including scheduling times for 4-H leaders to bring in entries and preparing 4-H packets with wristbands, season passes, camping permits, and vehicle permits.
11. Supervises temporary clerical staff and trains in data entry and answering telephones. Assists temporary staff in processing open class and 4-H entries, preparing judging books, printing judging sheets, and entering results from judges.
12. Oversees the employment of ticket sales staff for Fair Week, includes preparing, mailing, and posting hiring notices, reviewing applications, setting up employee meetings, verifying correct wages, preparing time cards and Personnel Action Requests for payroll information, and various other documentation. Trains and supervises ticket sellers and ticket takers, prepares daily cash boxes, and balances cash boxes out at end of each shift.
13. Sells grandstand tickets, arranges for ticket booth set-up at all grandstand events, balances payments, and maintains sales records for settlement.
14. Maintains various accounting records during Fair Week, including accounting records of each event and daily admissions records.
15. Issues checks for harness racing, tractor pulls, horse pulls, judges and various other checks as needed.
16. Performs a variety of support functions such as entering data to computer system and maintaining inventory of office supplies and premium supplies.

Other Functions

17. None listed.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications

Education: High school graduation or equivalent, prefer some advanced coursework in accounting and data processing.

Experience: One year of office experience including accounting/bookkeeping and computer operation.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to access all areas of the fair grounds.
- Ability to enter and access information from computer system.
- Ability to operate general office equipment.

Working Conditions:

Works in office conditions and in all areas of fair grounds.

