ANALYST
Monterey County Fair
Job Description

The Monterey County Fair seeks an energetic and accomplished administrative assistant, bookkeeper and office manager. This full-time, benefitted position, offers competitive pay, and a unique opportunity to serve the community in a positive work environment. A passion for the County Fair, entertainment, community engagement, and the event industry are a must!

- Hours: 40hrs per week. Additional hours may be required
- Salary: $3749.00 - $4,698.00 monthly
- Benefits: Health, Dental and Vision Benefits
- Retirement/Vacation: per CALHR
- Holidays: 11 Paid Holidays
- Sick Leave: 8 hrs. sick leave per month

Position Summary
Under the direction of the Chief Executive Officer (CEO), this position is responsible for overseeing and administering the Monterey County Fairs day-to-day financial and administrative activities and cultivating a welcoming environment for co-workers, visitors and business partners.

General Responsibilities
Employees must be able to perform the following functions with or without reasonable accommodation. Consideration of reasonable accommodation for qualified individuals with disabilities may be made, provided that doing so does not impose an undue hardship.

- Accounting functions including accounts receivable and payable, banking, payroll and other fiscal accounts
- Overseeing and recording cash management functions for all MCF departments
- Preparing financial reports for CEO and Board of Directors
- Assist in preparing and executing contracts and agreement on behalf of the MCF
- Procuring supplies, services and materials for administration and cross departments
- Preparing required reports and filings required for MCF Organization
- Receiving and directing inquiries to appropriate personnel
- Monitoring and maintaining office equipment and supplies

- Overseeing and performing HR functions, managing employee files, required safety training and other HR functions
- Assists staff with special projects including but not limited to new competition development, educational programs, and one-time events by conducting research and attending national conferences, fairs, event venues, and training programs to learn new advancements in exhibits and agriculture and keeping current on trends in the industry.
- Performs other duties as directed, requested, or assigned

Minimum Qualifications

- Equivalent to completion of the 12th grade; and Four years of experience performing analytical, technical, clerical, and/or customer service duties. Academic education from an accredited college/university may be substituted for the required experience on a year-for-year basis.
- Proficiency with QuickBooks
- Knowledge of Account Receivable and Payable
- A cooperative, professional, positive attitude.
- Organized and detailed oriented.
- Ability to work collaboratively with a diverse group of people.
- Effective written and verbal communication skills
- A valid California driver's license.
- Ability to work occasional unusual hours, evenings, and weekends.

Typical Working Conditions

Work is primarily performed in a standard office environment with artificial light and climate control. While performing this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to walk, use hands and fingers to operate standard office equipment, push and pull file drawers, and move bank boxes up to 25 pounds. At times, work activities can involve walking and standing on foot for long periods. Work activities also require the employee to read, write, and speak English at a level required for successful job performance

Attendance, Conduct, and Performance Expectations

This position requires the incumbent to maintain acceptable, consistent, and regular attendance at the job site at such level as is determined at the District's sole discretion; work cooperatively with the team members and others and meet performance expectations to enable the District to provide the highest level of service possible; communicate effectively (orally and in writing if both appropriate) in dealing with the public, employees, and others; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to District policies and procedures regarding attendance, leave, and conduct. Must be regularly

available and willing to work the hours determined necessary or desirable to meet its business needs.

Duties of this position are subject to change and may be revised as needed or required.