



INDIANA STATE
FAIRGROUNDS
& EVENT CENTER

Job Posting

Title: Staff Accountant / Accounting Manager

*For more information on this full-time benefited position, please contact Human Resources at (317) 927-7508 or email employment@indianastatefair.com. To apply for this position, please visit <http://www.indianastatefair.com/employment> and send the posted application and your resume to the email address above. Salary for this position is commensurate with education and job experience. Thank you for your interest.

Position Summary

The purpose of the position is to ensure strong financial controls, ensure compliance with GAAP and accounting processes and procedures, maintain standard operating procedures, facilitate monthly, quarterly and annual close processes, reconcile subsidiary ledgers and complete all regulatory filing requirements.

Essential Functions and Responsibilities

1. Facilitate month-end, quarter-end and year-end close tasks.
2. Oversee a team of two accounting staff.
3. Complete monthly cash and bank reconciliations.
4. Complete monthly balance sheet reconciliations.
5. Manage all fixed asset and depreciation accounting.
6. Develop and maintain standard operating procedures for the accounting and procurement departments.
7. Provide ad hoc financial reporting as needed.
8. Prepare, analyze and file the annual 1099 tax forms.
9. Prepare, analyze and file the annual unclaimed property report.
10. Maintain and reconcile ISFC subsidiary ledgers – e.g., ticketing, concessions, etc.
11. Maintain and reconcile State Fair subsidiary ledgers.
12. Assist with annual audit preparation.
13. Assist with annual 990 preparation.
14. Facilitate agency-wide finance and accounting training and materials.
15. Complete special projects as assigned by the CFO and/or Director of Accounting & Controller.
16. Serve as Director of Accounting & Controller in his or her absence.

Skill Requirements

1. **Excellent attention to detail:** Able to follow detailed procedures and ensures accuracy in documentation and data; carefully monitors processes; concentrates on details and organizes and maintains a system of records.
2. **Strong planning skills:** Able to manage multiple projects; determines project urgency in a meaningful and practical way; uses goals to guide actions; creates detailed action plans; organizes and schedules people and tasks.

3. **Understanding of policies and procedures:** Able to act in accordance with established guidelines; communicates and enforces organizational policies and procedures; recognizes and constructively conforms to unwritten rules or practices.
4. **Excellent relationship management:** Able to develop rapport and positive professional relationships with others; builds and maintains long-term associations; helps others.
5. **Ability to prioritize:** Able to use sound judgment in evaluating the relative urgency of various issues; appropriately classifies in terms of time sensitivity, impact, complexity, importance, etc.

Educational/Experience Requirements

- Four-year degree in accounting (CPA preferred)
- Excellent Excel and Microsoft Office computer skills.
- Experience in government or events business sectors (preferred);
- Excellent communication skills and attention to detail

Job Complexity

This position requires a high level of judgment, analytic ability and creativity, such as investigating moderately complex problems or situations, analyzing information and recommending solutions.

Supervisory Responsibilities

This position has direct supervisory responsibility for two full-time staff in the Accounting Department.

Supervision Received

This position will receive general direction from the Director of Accounting / Controller, who will establish only broad goals. The employee participates heavily in setting work objectives.

*To apply, please visit <http://www.indianastatefair.com/employment> and send the posted application and your resume to employment@indianastatefair.com. Thank you for your interest.