

Indiana State Fair Commission
Position Description

TITLE: ACCOUNTING SPECIALIST

Reports to: Accounting Manager
FLSA Status: Exempt

Description Date: May, 2019

Position Summary

The purpose of this position is to maintain day to day accounting operations including, but not limited to, accounts payable, credit card management, event settlements, payroll liabilities and imports, general research and customer service.

Essential Functions and Responsibilities

1. Facilitate data imports for payroll processing.
2. Process electronic payroll liability payments (PERF, HSA, Deferred Comp) and record in Ungerboeck.
3. Facilitate account maintenance and filing requirements for 1099 reporting.
4. Process vendor invoices in accordance with approved purchase orders and/or executed contracts.
5. Manage credit card activity including claim voucher processing and wire requests.
6. Manage vendor contracts and payment obligations.
7. Monitor receipt of recurring monthly vendor invoices with follow-up as needed.
8. Follow-up on vendor statements.
9. Match up weekly checks to approved claim vouchers, reviewing for accuracy prior to mailing.
10. Oversee and reconcile petty cash in accordance with internal accounting procedures.
11. Facilitate ticketed event settlements and presale reimbursements.
12. Assist with annual audit preparation.
13. Assist with Fair planning and resource coordination.
14. Maintain accurate documentation and filing consistent with internal accounting procedures.
15. Special projects as needed.

Skill Requirements

1. **Excellent attention to detail:** Able to follow detailed procedures and ensure 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 college degree preferred or requisite accounting experience.
- Excellent computer skills.
- Good communication skills.

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Job Complexity

This position requires a strong attention to detail, ability to prioritize a fluctuating workload and some judgement in applying well-established procedures and methods in organizing information and solving minor problems.

Supervisory Responsibilities

This position has no supervisory responsibility.

Supervision Received

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

Working Environment

Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individuals may need to sit or stand as needed. The position may require walking primarily on a level surface for periods throughout the day. This position may be required to work outdoors. Reaching above shoulder height, below the waist or lifting as required to file documents or store materials is common throughout the work day. Proper lifting techniques are required. The position may include lifting up to 25 pounds.

This position works a normal workweek of approximately 40 hours. Incumbent will use the following office equipment in the course of performing his/her duties: computer, printer, copier, fax, multi-line telephone system, and software. Defined work procedures used: Employee Handbook.

The duties and responsibilities listed above are intended to describe the general content of and requirements for the performance of this position. It is not constructed as an exhaustive list of duties, responsibilities and requirements.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.