

If interested in applying to the job below, please send resume to bcfa2001@aol.com by December 5th.

Boone County Fair Association

Administrative/Accounting Assistant

Job Description

Boone County Fair Association is seeking a detail-oriented and proactive Full-Time Administrative/Accounting Assistant to support our team.

In this role, you will be responsible for a variety of administrative and accounting tasks that ensure the smooth operation of our office. You will play a crucial role in managing communications with internal and external customers.

ESSENTIAL FUNCTIONS:

- Creates a positive, welcoming environment for office visitors.
- Pick up, sort and distribute the daily mail.
- Answer phone and respond to voicemail messages.
- Manage emails and respond accordingly.
- Prepare Grounds Rental Contracts for the Grounds Manager and maintain the Calendar of Events for the fairgrounds.
- Maintain Grange Hall calendars and contracts.
- Assist with yearly Winter Storage process. In the fall prepare winter storage drop-off letters and in the spring pick-up letters.
- Responsible for coding invoices received in the mail or dropped off at the office. Process and record any payments received.
- Assist all officers during the week of the Boone County Fair. Expect to work 10+ hours per day during the fair.
- Submit bi-weekly payroll to the accountant.
- Attend monthly Fair Board meeting (3rd Wednesday of the month at 7pm) and take notes for actions taken and follow-up items.
- Responsible for cleaning the Administration Building.
- Performs other related duties as assigned.

EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- High School Diploma
- Prior administrative and accounting experience (3+ years)
- Knowledgeable in MS Office
- Strong verbal communication and interpersonal skills with good patience and professionalism
- Highly effective written communication
- Friendly, outgoing personality
- Ability to work alone

Boone County Fair Association is an Equal Opportunity Employer