



## **Business Assistant Job Description Solano County Fair Association**

The Solano County Fair Association (SCFA) seeks an energetic and accomplished Business Assistant to perform administrative, bookkeeper, and office manager duties. 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! Solano County Fairgrounds are in Vallejo, CA. Position is for on-premises employment.

***Anticipated start date Monday, March 25, 2024***

**Apply at: <https://www.scfair.com/employment-opportunities>**

- Hours: 40 hours per week. Additional hours may be required.
- Salary: \$26.25 to \$31.90 per hour
- Benefits: Health, Dental & Vision Benefits
- Retirement: 401(k) Retirement account with 3% matching employer contribution
- Vacation: Accrual at 3.08 hours per pay period, following probationary period
- Holidays: 11 paid days
- Sick Leave: Accrual at 3.7 hours per pay period

### **Position Summary**

Reporting to the Chief Executive Officer (CEO), the position is responsible for overseeing and administering the SCFA's day-to-day financial and administrative activities and cultivating a welcoming environment for co-workers, visitors, and business partners. The Business Assistant is responsible for overseeing and coordination of the activities and tasks within the administrative office team.

### **Desired Qualifications:**

- A cooperative, professional, positive attitude.
- Ability to work collaboratively with diverse groups.
- Effective written & verbal communication; Spanish speaking a plus.
- Proficient computer skills.
- Proficiency with Microsoft Office Suite products – MS Word, Excel, etc.
- Proficiency with standard accounting practices.
- Familiarity with “Sage” &/or “Activity” software is beneficial.
- Associate of Arts degree, bookkeeping or accounting experience required. Experience may be substituted for an AA depending on the experience.
- A valid California driver's license.
- Ability to lift 30 lbs.
- Must be able to work occasional unusual hours, evenings, & weekends.



## **Business Assistant Duties Statement Solano County Fair Association**

### **Expected Job Duties**

#### **Fiscal Support and Reporting:**

- Accounting functions include accounts payable & receivable, banking, payroll, & other fiscal accounts.
- Overseeing & reconciling cash management functions of SCFA departments, including but not limited to year-round: admission & parking operations, food & beverage concessions.
- Preparing financial reports for the CEO, management staff and the Board of Directors.
- Conducting financial transactions in compliance with SCFA's policies.
- Assisting CEO, and management staff, with development & tracking of annual budget.
- Preparing annual Statement of Operations.

#### **Personnel:**

- Overseeing & performing Human Resource functions
- Maintaining Personnel files.
- Processing Worker's Compensation Claims.
- Processing Unemployment Claims.
- Processing PERS payments and related activities.
- Preparing documents for all employee hiring, onboarding, & orientation.
- Maintaining employee training records, certifications & licensing.
- Maintaining IIPP & Employee Safety Program.
- Processing quarterly reports & payments (Federal/State).
- Coordinating & managing volunteer time records.

#### **Administrative Duties:**

- Clerical support: Preparing materials for recruitment, outreach & meetings.
- Monitoring records retention schedule.
- Posting and mailing correspondence, invoices, & payments.
- Preparing contracts & agreements on behalf of SCFA.
- Procuring supplies & materials for administrative functions & some operations.
- Preparing required reports & filings required of the organization.
- Receiving & directing inquiries to appropriate personnel.
- Monitoring & maintaining office equipment & supplies.
- Other duties as required.