

State Fair of West Virginia - Finance Manager

Reports to: Chief Executive Officer

Employment Status: Full-Time, Exempt

Position Summary

The State Fair of West Virginia is seeking a detail-oriented and experienced individual to oversee the organization's day-to-day financial operations. The Finance Manager will be responsible for accounting, financial reporting, payroll, budgeting, audit preparation and other financial and administrative functions.

Key Responsibilities

Financial Operations

- Record and maintain daily financial activity using Sage (Peachtree) or equivalent accounting software.
- Process daily cash receipts, accounts payable and accounts receivable.
- Maintain the organization's chart of accounts.
- Reconcile all bank accounts and maintain accurate financial records.
- Prepare customer and patron invoices on a monthly or as-needed basis.
- Process and report monthly sales tax.
- Manage relationships with the organization's credit card processing provider.
- Maintain communication with banking representatives regarding checking, savings and investment accounts.
- Coordinate with the organization's external accountants to prepare the annual financial statement and completion of Form 990 income tax filing.
- Prepare and analyze monthly financial statements for management and Board of Directors meetings.

Payroll & Human Resources Support

- Process bi-weekly payroll and submit payroll information to the organization's payroll service.
- Prepare and process related payroll tax filings.
- Maintain employee leave balances, including vacation and sick leave.
- Facilitate employee enrollment and changes for health and life insurance benefits.
- Assist with administration of employee retirement accounts.

Annual State Fair Operations

- Oversee the State Fair of West Virginia Treasurer's Office during Fair week.
- Assist with Fair-week financial and cash-handling operations as needed.
- Work extended hours, including evenings and weekends, during the annual State Fair.

Additional Responsibilities

- Reconcile and request funds for bulk and metered mail.
- Serve as a member of the Finance Committee and Endowment Committee.
- Assist with financial operations for select non-Fair events.
- Perform other duties as assigned by the Chief Executive Officer.

Qualifications

- Associate degree or higher in accounting, finance, bookkeeping, business or a related field.
- Accounting or bookkeeping experience required.
- Experience preparing and analyzing financial statements.
- Experience with Sage (Peachtree) or similar accounting software preferred.
- Experience with nonprofit accounting or tax documents preferred.
- Proficiency in Microsoft Office, particularly Excel and Word.
- Strong organizational, analytical and communication skills with the ability to maintain confidentiality and manage multiple priorities.

The position requires frequent sitting, standing and walking, as well as occasional lifting of files, binders and other materials up to 30 pounds. Some travel, evenings and weekends may be required, particularly during the annual State Fair.

Salary Range: Minimum starting salary \$45,000, dependent upon qualifications.

How to Apply: Please submit a resume and references to **Kelly Collins** at kellyt@statefairfwv.com by **Sept 25**.