



NOW HIRING BOOKKEEPER!

The Pima County Fairgrounds is seeking to hire an experienced Bookkeeper. The position could include long hours, with shifts available for daytime, evenings, overnight and weekends leading up to and during the Pima County Fair.



Relevant skills and knowledge:

- Basic accounting knowledge including accounting best practices
- Money handling experience
- Associates degree or at least one year of relevant experience
- Strong communication skills, bilingual a plus
- Proficient with Microsoft Office and knowledge of QuickBooks and Paychex preferred

Duties include and are not limited to:

- Managing and maintaining daily financial transactions in QuickBooks for accounts payable and receivable, sales revenue, bank deposits, reconciliations and journal entries
- Duties related to the Pima County Fair include invoicing, talent settlements, aiding fair deposits and cash handling procedures.
- Assist with preparation of payroll and payroll management, to include onboarding, termination, employee file maintenance and supervision of time entry procedures.
- Assist with preparation for financial statement annual audits
- Maintaining historical records by filing documents
- Contributes to team effort by accomplishing related tasks as needed
- Other departmental clerical support as needed

Featured benefits include employer provided medical insurance, dental insurance, vision, life insurance, 401(k) and profit sharing.

Qualifying candidates must be 21 years of age, have reliable transportation and will be required to pass a background check.

Starting pay is \$23 - \$28 per hour commensurate with experience.

Applications are available for download at www.Pimacountyfair.com and can be emailed, faxed, or hand delivered to

**The Pima County Fairgrounds
Attn: Accounting
11300 S. Houghton Rd., One-mile South of I-10
Fax: 520-762-5005 | Email: Office@Pimacountyfair.com**