

**Job Title:** Finance Officer – Business Manager  
**Reports To:** Chief Executive Officer  
**FLSA Status:** Exempt

The Finance Officer/Business Manager oversees and administers the financial transactions of the organization in support of policies, goals, and objectives established by the Governing Board of Directors. The Finance Officer translates financial data into reports and statements used for management, tax, and audit purposes.

## **JOB DUTIES**

### **Daily Financial Operations of the State Fair of West Virginia**

- Post all activity to Sage (Peachtree) or equivalent accounting software
- Process daily cash receipts
- Maintain SFWV chart of accounts
- Process accounts payable and accounts receivable
- Reconcile all bank accounts
- Invoice patrons/customers on a monthly basis or as needed
- Balance petty cash monthly
- Process and report sales tax monthly
- Managing credit card processing company
- Assist with preparation of the annual audit
- Maintain contact with bank representatives for checking and savings accounts and any related investment accounts

### **Human Resources**

- Process payroll bi-weekly, and submit to payroll service.
- Prepare and process all related tax filings
- Maintain employee benefit time on a monthly basis (personal, sick leave, vacation)
- Facilitate health and life insurance enrollment, as well as employee retirement accounts

### **Other Duties**

- Prepare and analyze monthly financial statements for board meetings
- Oversee gathering of annual budget data from employees and prepare annual budget
- Responsible for the oversight of the State Fair of West Virginia's Treasurers Office during Fair week
- Manage the cash sales and staffing for the WV Lottery ticket sales during annual State Fair
- Reconcile and request monies for bulk and metered mail
- Participate as a member of the Finance Committee and Endowment Committee
- Help on some non-fair events

### **Other duties as assigned**

**Qualifications and requirements:** Accounting Skills are preferred by not required. Must also have knowledge of Microsoft programs including Word, Excel, and Access. Frequent lifting of files, binders and other objects up to 30 lbs, frequent sitting, walking and standing; some travel possible, flexibility in scheduling; frequent evenings and weekends required.

### **Experience and Education**

- Associate degree in accounting, business, or business finance
- Experience with or knowledge of Sage(Peachtree) accounting software, or its equivalent
- Experience preparing and analyzing financial statements
- Experience preparing non-profit tax documents

SALARY RANGE – Based on experience

Please submit resumes and references to Kelly Collins, at [kellyt@statefairfwb.com](mailto:kellyt@statefairfwb.com) by June 4, 2021.