



PRIMARY PURPOSE

This position directs, coordinates, implements, or personally performs OSFEC's financial functions including accounting, budgeting, purchasing, contracting, risk management, bank reconciliation, AP/AR and information technology; and directs, coordinates and manages specific State Fair operational activities, including oversight of employee insurance benefits and timekeeping working with Payroll and Insurance business partners. The ultimate purpose of this position is to, in conjunction with the Director/CEO, is to oversee and implement effective decisions and policies and procedures that will significantly contribute to OSFEC's growth and financial stability.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Key Overall Responsibilities

- In conjunction with the Director/CEO, develops and implements financial goals, objectives, policies and procedures related to assigned responsibilities. Assists in the development and implementation of long and short-term strategic and organizational plans.
- Builds and maintains positive working relationships with other members of the team, employees, contractors, other resources and the public using principles of professionalism and excellent customer service.
- Researches and prepares technical and administrative reports, correspondence, and other written communication.
- Communicates, verbally and in writing, in a diplomatic manner with clarity and professionalism. Maintains a welcoming environment and demeanor while serving guests and clients in person, on the phone or via email.
- Organizes and maintains an electronic and hard copy filing system to store OSFEC records pertaining to this position.
- Performs a wide range of financial responsibilities covering all OSFEC Departments.

Administration

Accounting, Auditing & Reporting

- Directs, coordinates, and/or personally performs bookkeeping and accounting activities including accounts receivable, accounts payable, and payroll. Works directly with the front office staff and administrators as needed.
- Develops, implements, modifies and documents recordkeeping and accounting systems to conform to OSFEC accounting policies. Prepares forms and manuals for accounting, purchasing and recordkeeping procedures. Ensures that all accounting records are maintained including required authorizations and accuracy and completeness of supporting documentation.
- Prepares financial reports and ensures that financial statements are fair,

complete, accurate, and in compliance with generally accepted accounting principles (GAAP).

- Compiles and analyzes financial information detailing assets, liabilities, and capital.
- Coordinates relationships with banks, other financial institutions, business partners and auditors.
- Regularly compiles and distributes financial management reports as directed by the Director/CEO including but not limited to detailed monthly reports of revenues and expenses, department transaction reports for review and verification by the department Directors, revenue projection reports, cash flow analysis and Council reports.
- Analyzes business operations, trends, costs, revenues, financial commitments, and obligations. Projects future revenues and expenses. Reports to the Director/CEO regarding the finances of the OSFEC.
- Works to find funding opportunities through Grants, Legislative and other avenues as they arise.

Revenue Control

- Develops revenue controls and procedures for review and approval by the Director/CEO designed to adequately and accurately collect, safeguard, record, deposit, and report all revenue received by OSFEC.
- Assists Directors, staff, department managers, and supervisors, as necessary, in the training of employees regarding approved revenue controls and procedures.

Budgeting

- Assists the Director/CEO and oversees the development, planning, organizing and management of the OSFEC budget, including budgets for the various OSFEC and State Fair departments.
- Works cooperatively with the OSFEC Director/CEO to develop an annual budget for the assigned areas of responsibility and make recommendations regarding modifications to the budget.
- Monitors budgets of all assigned programs to ensure that revenue goals are met and expenditures do not exceed the annual budget for each program category.
- Works with other Director, staff, managers, supervisors and contractors to develop department budgetary requirements and limitations, and ensures that other staff, department managers, and supervisors manage within their respective budgets and delegated spending authorities.

Purchasing and Contracts

- Assists with the development of purchasing policies and procedures for review and approval by the Director/CEO.
- Maintains records of purchases, shipments, and matters involving services and

supplies contracted for the OSFEC.

- Assists other Directors and department managers as necessary with the content of contracts.
- Assists the Director/CEO and department managers as needed to ensure contract compliance.
- Ensures that department managers, and supervisors manage within their respective delegated purchasing and contracting authorities and in compliance with approved policies and procedures.

Risk Management and Payroll

- Assists Directors, staff, department managers, operations and the Public Safety team with organization of documentation, and ensures timely completion of, reports documenting all accidents, injuries, property damage, claims and potential claims.
- Maintains records of all incident reports, and all related correspondence, legal documents, and other materials.
- Maintains records of all losses and litigation.
- Works cooperatively with AccurAccounts for year-round employees and temporary staffing agency to record all regular and temporary employee work hours, sick leave, vacation, etc. Coordinates and provides direction to department heads for the annual fair staffing.
- Develops systems for reporting payroll, sick leave, vacation, overtime and other pertinent information to the Director/CEO, managers and supervisors. Completes, verifies and processes payroll forms and submits them for payment in a timely manner. Provides summaries and reports to the Director/CEO monthly. Maintains secure personnel files holding the safe keeping of pertinent information.
- Manages all insurance benefit plans made available (Medical, Dental, Simple IRA Plan) to employees per the Employee Handbook, including review of annual programs available with the Director/CEO, including registering employees with required applications, updating payroll deductions needed for payroll processing etc.

Information Technology

Coordinates with IT Firm and Department Directors for the effective and efficient installation, maintenance, protection, security and use of OSFEC's telephonic, computer, networking, and electronic data storage systems.

State Fair Activities

- Works with CEO and coordinates specific State Fair financial operational activities including paper room, admissions, front office, customer service, etc.
- Monitors department budgets and guides Directors, managers and supervisors on maintaining budget limitations. Reports findings to CEO.
- Provides insight of policies and procedures to Directors, managers and

supervisors of assigned areas of responsibility contributing financial information for departmental manuals consistent within our operation.

- Works cooperatively with CEO and Directors, Managers and supervisors of assigned areas of responsibility to develop long term plans for successful department strategies pertaining to financials.
- Oversees and manages the preparation of billings, collecting fees and following up on accounts receivable for sponsorships when necessary.
- Supervises and coordinates Front office Administrative Staff.

Other Duties

- Performs all other duties as assigned by the Director/CEO.

SPECIALIZED EQUIPMENT & SOFTWARE PROGRAMS

- Microsoft Outlook, Word, Excel
- Adobe Sign
- Business phone system
- QuickBooks

Minimum Qualifications and Experience:

- Any combination of education and financial experience equivalent to the successful completion of a Bachelor's degree from an accredited college or university and five years of increasingly responsible experience in fair, event or exhibition management, including two years of supervisory responsibility in a similar size organization and/or revenue.
- High level of interpersonal/written and oral communication skills, critical thinking, analytical problem solving, time management and organizational skills.
- At least 5 years of experience and knowledge of financial technology, software sourcing and financial management software (QuickBooks).

Benefit Package includes Medical & Dental Insurance, FSA plan, Sick leave, Vacation leave, IRA Simple Plan (3% employer match). Salary Range \$72K-\$90K depending on experience.

Email resume to KGrewe-Powell@OregonStateFair.org