

# Crawford County Fair

POSITION TITLE: FAIR FINANCIAL COORDINATOR	DEPARTMENT: CRAWFORD COUNTY FAIR
REPORTS TO: CRAWFORD COUNTY FAIR BOARD	IMMEDIATE SUPERVISOR: FAIR BOARD CHAIRMAN
HOURS: 600 HOURS PER CONTRACT AGREEMENT – REQUIRES A FLEXIBLE SCHEDULE CONTRACT SALARY SET BY FAIR BOARD	

## Position Summary

The Fair Financial Coordinator represents Crawford County Fair to the community at large and maintains good community public relations.

- The position is suited to a self-motivated, professional person who can confidently work with a variety of people from different cultures and backgrounds. Diplomacy, tact and a sense of humor are important to the success of this person.
- Performs a wide variety of responsible clerical-accounting tasks related to all financial aspects of Crawford County Fair operations throughout the calendar year and during the fair event; financial duties will never be delegated to the Fair Coordinator.
- The Financial Coordinator will collaborate with the Fair Coordinator on fair related objectives, which includes organization, preparations, promotion, marketing and the direction and scheduling of the County Fair and fairgrounds under the supervision, advice and approval of the Fair Board.

## Distinguishing Features

The Fair Financial Coordinator is responsible for:

- Disbursing, receiving, processing of funds and account reconciliation through the Fair's internal and external accounting systems; requires accuracy and the ability to apply mathematical concepts to understand financial statements, budgets and cash flow. The work is often checked by another step in the account-keeping process.
- Responsible for actively recruiting new sponsors and volunteers and retaining current Fair Sponsors and volunteers; requires effective communication skills to build and maintain positive business relationships. Collaboration with the Fair Coordinator to initiate or coordinate approaches to potential sponsors/partners and/or their agents is necessary.
- Manage and oversee rental and maintenance of the fairgrounds and explore possibilities of bringing new events to the grounds, including partnering with other events and organizations in the area.
- Providing excellent customer service, building and maintaining positive relationships with the general and fair-going public, vendors, fair sponsors, volunteers, 4-H and other youth and adult organizations, etc., Crawford County personnel and with the Extension Crawford County staff members.

## Essential Duties and Responsibilities

*[This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by jobholders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.]*

## **Under the direction and supervision of the Fair Board:**

### **Annual Fair Budget**

- a) Responsible for the annual County Fair Budget throughout the fair year, including maintaining control of the Fair budget throughout the Fair Event. This Includes:
    - i) Oversight of internal fair budgetary records and external Royal Bank checking and savings account statements and
    - ii) Maintaining regular communication with the Fair Coordinator regarding the budget and maintaining budgetary needs throughout the year, including discussion with regard to the annual budget, etc.
  - b) Income and expense records must be maintained in accordance to the current, established fair and county bookkeeping system.
  - c) Internal accounting system - responsibilities:
    - (1) Preparing and delivering vouchers, deposits, journal entries, etc. to the appropriate county offices.
    - (2) Entering and reconciling all payments and income data for each Fair expense/revenue account into the Fair computer system using Microsoft Excel program.
  - d) External – Royal Bank - accounting system responsibilities
    - i) Royal Bank Checking and savings account
      - (1) During the fair, following established accounting procedures, each day's fair revenue is deposited in the Royal Bank checking account.
      - (2) After the fair event, reconcile checking account with bank statement.
      - (3) Prepare and report to the Fair Board a finalized report of expenditures/revenue/etc. that occurred during the fair, followed by transferring those funds from the checking account to Crawford County Fair Accounts through the internal accounting system.
      - (4) Fairground storage income is deposited in the Royal Bank Savings account. Funds are transferred to a Crawford County Fair account through the internal accounting system.
  - e) Audits: County accounts are audited twice each year; responsible for providing the information they may request.
  - f) Monthly reconciliation of the Royal Bank Checking and Savings account and prepare an end-of-year report for County auditors Reports: Compile data and prepare a variety of reports for local and state levels.
- 2) Report to the Fair Board each month and attend all Fair Board meetings.
  - 3) Responsible for timely reporting of Fair activities/results as needed for County Board and State of Wisconsin.
  - 4) Manage and direct day to day fairgrounds rental contracts and operations and present to Fair Board for approval.
  - 5) Apply for and receive State Aide and other grants/funds and donations available to aid the County Fair.
  - 6) Handle all money at the Crawford County Fair, including payments to entertainment, gate money and receipts, grandstand seed money and receipts, commercial and food vendor's final payments, carnival deposit, raffle prize payments, cash for checks, and change for vendors. Handle deposits and payment of bills before and after the fair event.
  - 7) Compose letters and correspondence.
  - 8) Sponsorships and volunteers
    - a) Maintain and recruit sponsorships and volunteers.
  - 9) Act as a resource on Fair issues.
  - 10) Collaborate with the Fair Coordinator regarding purchasing and ordering fair supplies.
  - 11) 50/50 Raffle: Renew Raffle license and oversee the Fair Ambassador 50/50 raffle during the fair grandstand events. Collaborate with Fair Coordinator to develop advertising, press releases, mailings to past purchasers, develop and order tickets and mail parking passes to purchasers.
  - 12) Fair Clean-Up Day – Set up daily tasks, fair tags pick up.
  - 13) In partnership with Fair Coordinator, manage and direct day-to-day Fair event operations (pre, during and after Fair event) to include but not limited to vendor issues, security and mid-way.

- 14) Coordinate all County Fair vendor/entertainment information, contracts, liability insurance, placement and payments.
  - a) Assist in setting fees: Commercial booths, vendors, seasonal & daily parking, entry fees, grandstand events.
- 15) Responsible for County Fair premium payments to fair exhibitors through the internal voucher system and sending the premium report to the State by the required reporting deadline.
- 16) Must be available at the Crawford County Administration Building, or other site chosen by the Fair Board, fair entry tag distribution week to collect revenue from and assist with the disbursement of fair tags, carnival tickets, Fair entertainment, etc.
- 17) Oversee Fair Ambassador fundraising.
- 18) Required to Represent the Crawford County Fair at:
  - a) The State Fair Convention for workshops, discuss entertainment and contracts, and assist the Fair Ambassador,
  - b) District Meetings in Spring and Fall and
  - c) Other meetings and/or training as needed.
- 19) Work schedule:
  - a) Set weekly office hours.
  - b) The week of the fair, required to be at the fairgrounds Monday until Sunday. Be available to public and fair board members.
- 20) Return phone calls and e-mails within three business days. MUST carry Fair cell phone and return calls/texts in timely manner.
- 21) Perform other duties and responsibilities as needed or directed.

## **Qualification Requirements:**

The Fair Financial Coordinator plays a key part in the achievement of the Crawford County Fair's vision, goals, objectives and formulating departmental strategic action plans. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed in this job description are representative of the knowledge, continuous proactive skill and/or ability required. General qualification requirements include:

- Due to handling large amounts of money, final interview applicants must successfully complete background check process.
  - All offers of employment are contingent upon clear results of a thorough background check.
- Ability to be bonded.
- At least 18 years of age.
- Current driver's license and unlimited access to reliable transportation; must have own insurance coverage.
- Thorough knowledge of clerical accounting methods.
- Ability to maintain accurate fiscal records.
- Ability to establish and master goals.
- Organizational skills.
- Ability to maintain complex records.
- Skill in using computer including a thorough knowledge of Microsoft Office programs with special emphasis on Excel and Word. Publisher knowledge, a plus.
- Knowledge of the Fair Book, the Chapter ATCP 160 rules and the Health rules that are required by the Supervisor of County and District Fairs.
- Ability to communicate customer needs and resolve issues independently, demonstrating effective problem solving and public relational skills.
- Ability to identify and develop accounts and to act independently with minimal or no supervision.
- Ability to read, write reports, business correspondence, to effectively present information both electronically and in person as well as respond to questions from vendors, sponsors, volunteers, fair exhibitors, 4-H and other youth/adult clubs, fair-going and general public, Extension Crawford County staff and Crawford County personnel, etc.

- Ability to follow complex oral and written directions.
- Ability to supervise the work of subordinates (volunteers)
- Knowledge with Internet Explorer and Website Maintenance, helpful.

***Physical Requirements needed to perform essential duties:***

- Ability to operate a variety of office equipment including personal computer, telephone, etc.
- Physically able to accomplish tasks as required by the job description.

***Environmental Adaptability***

- Ability, with regard to environmental factors such as temperature variations, noise, disease, and/or dust, to work under moderately safe and comfortable conditions.
- Ability to work in environments with a moderate risk for disease or physical harm.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

- Experience in clerical-book keeping
- Working with the public
- Some Supervisory duties
- Data Processing knowledge with experience
- Completion of a High School Diploma or equivalent GED.

***Crawford County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.***