



Cuyahoga County Agricultural Society

P.O. Box 135 • Berea, Ohio 44017

Voice: 440/243-0090 • Fax: 440/243-0344

Email: Office@CuyFair.com • Web Site: www.CuyFair.com

DATE; October 15, 2021
TO: Prospective Staff Member
FROM: Cuyahoga County Fairgrounds
David R. Stephan, Board Secretary
RE: Accounting Assistant Position

The Board of Directors of the Cuyahoga County Agriculture Society, administrators of the County fairgrounds and sponsor of the annual county fair is looking for a person to fill the position of **Accounting Assistant/Bookkeeper**. The Fairboard Office is open on Mondays, Wednesdays and Fridays year around with additional hours in August before, during and immediately following the week of Fair.

Attached to this letter is a copy of the job responsibilities and duties. This position would be working under the guidance and supervision of the Secretary and Treasurer of the Society. Working conditions are casual and relaxed in a very informal setting on the Fairgrounds.

Compensation based on an hourly wage will depend on the skills, experience and education of the applicant. Please contact the Secretary of the Board at 440/243-0090 X 107, or by email at Secretary@cuyfair.com., including an up-to-date resume

The Board is anxious to find the right person who can start immediately and work with the current Accounting Assistant to become familiar with the job responsibilities. The current person in the job will be relocating out of the area. Please feel free to contact me with any questions at the fair office or my personal cell at 216/906-1902.

Thank you for your time and consideration to this communication.

Cuyahoga County Fairgrounds
164 Eastland Road • Berea, Ohio 44017