



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

Accounting Assistant

The accounting assistant will perform any combination of routine calculating, posting, verifying, researching, and analysis duties to obtain primary financial data for use in maintaining accounts records.

Job Responsibilities:

- Maintaining the system to account for financial transactions by following established requirements set forth by the Ohio Department of Agricultural.
- Preparation of all entries associated with accounts receivable, including invoice preparation and posting, daily posting and reconciliation of cash receipts, and reconciliation of the A/R subsidiary ledger, to the general ledger.
- Preparation of all entries associated with accounts payable. This Includes the approval process, determination of account coding, posting, preparation of payments, and the A/P subsidiary ledger reconciliation to the general ledger account.
- Bi-weekly non-director payroll preparation, and monthly preparation of director's payroll.
- Bi-weekly/Monthly/Quarterly payroll tax calculations and payments for all federal, state, and local taxing authorities.
- Yearly preparation and filing of W2's and 1099's.
- Bank reconciliations completed and verified to general ledger monthly.
- Maintenance of all historical records by filing documents systematically.
- Monthly preparation of any/all financial reports that the Board of Directors requests.
- Prepare documentation and provide unlimited assistance with the State of Ohio Audit.
- Yearly financial reporting to various agencies.
- All other financial duties as assigned.

Qualifications / Skills:

- Reliable & detail oriented
- Exceptional organizational skills
- Maintain confidentiality
- Ability to work independently

Education / Experience:

- QuickBooks experience preferred, but will train
- Associate degree in Accounting or equivalent verifiable experience

Cuyahoga County Fairgrounds
164 Eastland Road • Berea, Ohio 44017