

Bear Lake County Fair Board

Job title: Bear Lake County Fair Board Secretary/Treasurer

Employment type: Part-Time (max 130 hours/year)

Salary: \$14.95/hour (no benefits)

Applications are available at the Bear Lake County Clerk's office (also available on the county's website).

Mail or drop off Bear Lake County job applications to:

Attn: Mindy Williamson
Bear Lake County Fair Board
PO Box 190
30 North Main Street
Paris, Idaho 83261

Job description

- Work under the direction of the Fair Board Chairman.
- Requires approximately 100 hours during the month of August (Be on site Monday through Saturday during the fair-no exceptions!); May through October: 4 hours per month- November-April: 1 hour/month
- Attend monthly fair board meetings and help with fundraising events throughout the year.

Responsibilities include:

- Keeping and maintaining financial records.
- Collect bills and mail from post office.
- Prepare year end audit or financial report as required by the county.
- Take and type minutes, prepare financial reports for each board meeting.
- Work with county clerk as needed.
- Will have a variety of responsibilities during fair week

Preferred skills

- Knowledge of Excel, Word, and QuickBooks
- Bookkeeping skills.
- Reconciling accounts
- Must have friendly people and phone skills.
- Be able to deal with all kinds of personalities in a pleasant manner.
- Must pass a background check.