



Accounts Payable Specialist

(Full-Time, Non-Exempt)

Overview

The Minnesota State Fair is currently in search of an Accounts Payable Specialist to join our finance team! The Accounts Payable Specialist is responsible for managing accounts payable, credit card processing and reconciliation, and assisting with payroll. **To apply, please follow the instructions on the bottom of this posting.**

Essential Functions

- Process accounts payable, travel reimbursements, handle cash disbursements, maintain invoice and vendor files and monthly balancing.
- Maintain vendor files, reconcile monthly vendor statements, and month end close, and balancing.
- Prepare year-end accounts payable reports and tax filings.
- Assist with completing Minnesota Nonresident Entertainer Tax reporting, deposits and filing to the State of Minnesota.
- Credit card processing and balancing.
- Process foreign vendor withholding deposits to Federal Government and year-end reporting.
- Track Sales & Use tax for monthly reporting.
- Assist with all payroll functions as needed.
- During peak activity times, work extra daily hours and periods with no days off.
- Assist with tasks as assigned by either the immediate supervisor or General Manager.

Required Qualifications

- Two years post high school education in business, accounting or related area of study; or equivalent combination of education and experience.
- Knowledge of accounting practices.
- Computer skills: experience with Microsoft Word, Excel, and AS400.
- Organizational and interpersonal skills.
- Oral and written communication skills.
- Confidentiality.
- Valid driver's license.

Preferred Qualifications

- Knowledge and experience with electronic purchasing, invoice approval systems, and Kronos Workforce Ready.

Application Instructions.

All applicants can apply online at <https://secure4.entertimeonline.com/ta/6121938.careers?CareersSearch>

This link can be found by going to the Minnesota State Fair web site, clicking on the employment link, and selecting the blue box labeled "Career Portal". If you have any questions, please contact Patrick at employment@mnstatefair.org