



# California Exposition & State Fair

## Senior Accounting Officer

Tenure - Permanent  
Timebase - Full time  
Payrate - \$4400 - \$5348  
Final Filing Date - Until Filled

**Duties** - Assist and/or prepare the monthly financial statements for the Board. Function as lead for lower level accounting personnel. Review transactions of Accounts Payable and Accounts Receivable to be certain that they are in compliance with all appropriate accounting principles and agency internal controls.

**Responsibilities** - Under direction of the Accounting Administrator but working independently - responsible for maintaining and reconciling accounting records, general ledger and posting the more difficult journal entries for the agency. Research and analyze all types of accounts and records of financial transactions. Post and maintain the budget allotments and TBA's for the agency including the 34 individual reporting units. Assist as needed with reconciliations and journal entries for year-end closing of the financial statements. Prepare monthly budget report for the agency and the 34 individual units. Interact directly with the department managers on budget questions and issues. In absence of Accounting Administrator work directly with all levels of agency staff to assist with accounting issues. Post, maintain and reconcile the fixed assets records. Annually record and review depreciation expense. Responsible for all fixed asset reports for annual audit working directly with the audit team. Review and/or process settlements for interim events taking place on the facility. Assist with preparation of annual budget.

**Experience** - If you're looking for a job and working environment unlike any other look no further! Cal Expo is the place to be!!!

***Desired Qualifications*** - May work weekends and holidays during State Fair time. Ability to work under pressure and excellent time management skills.

***How To Apply*** - SROA/Surplus candidates and employees with transfer, certification list or reinstatement eligibility are encouraged to apply. Applications will be screened and only the most qualified applicants will be interviewed. Send applications to:

California Exposition and State Fair  
P. O. Box 15649  
Sacramento, Ca 95852-1649  
***Attn: Susan Vellutini***