

Treasurer Position –

The Shelby County Ag Society is currently seeking a highly organized and detail-oriented individual to fill the crucial role as Board Treasurer. This position is vital to the smooth financial operation of the Fairboard throughout the year and in the management of the annual Fair.

Responsibilities Include but are not limited to:

- Monthly Payroll

- Process bill payments efficiently and accurately

- Deposit Income

- Oversee the following accounts; Junior Fair Board and Junior Fair Improvement Fund

- Maintain current and precise account balances

- Attend and participate in Monthly Exec and Fair Board meetings, plus other meetings as announced

- Provide customer service and manage the fair office as needed, especially during peak times

- Accurately complete and submit the End of Year Financial Report to the Fairboard and the Ohio Department of Agriculture within the specified timelines, understanding the report is subject to audit.

- Complete the Hinkle Report for the State Auditor

Prepare and work with Auditors

Attend the mandatory meetings at the Ohio Fair Managers Convention in January

Assist the fair gate managers

Prepare an annual budget

Facilitate all necessary financial transactions

Required Qualifications and Experience:

Proficiency in Quick Books

Strong command of Spreadsheet software including Microsoft Excel

Use of Microsoft Tools

Solid understanding of Basic Accounting principles

Knowledge of Fair Operations is desirable

Knowledge of Fair Entry Software is desirable

Knowledge of Fairs.com is desirable - used for online ticket processing and cashless gate transactions. –

The Ideal Candidate should possess the following –

During non-peak times: Approximately **10 hours per week**. Work times can be flexible and will vary to meet various financial responsibilities. In July the work hours ramp up to 20 – 40 hours per week depending upon office help. During the fair, hours could

increase to 16+ hours per day, again depending on office assistance.

Be present in the fair office for at a minimum three weeks during the fair season (week prior, fair week and the week after) to facilitate all financial transactions

Excellent organizational and communications skills

A commitment to accuracy and transparency in financial reporting

To apply:

Qualified and interested candidates are invited to submit their resume by EOD Monday, November 16, 2026.

Please email resume' information to: info@shelbycountyfair.com