



OPEN POSITION: ACCOUNTING CLERK

Opportunity:	Accounting Clerk
Hourly wage:	\$18-\$20 per hour, based on experience
Application deadline:	Until filled
Apply via:	Website: www.VenturaCountyFair.org/employment

SCOPE OF WORK

Includes, but is not limited to:

Accounts Payable:

- Receive, review, and process invoices, and POs ensuring approval and proper documentation.
- Prepare and process check payments, ensuring timely distribution after approvals and signatures.

Accounts Receivable & Payroll Support as needed:

- Assist with accounts receivable functions as needed.
- Provide support for payroll processing by collecting and verifying timecards/timesheets.
- Maintain payroll records and assist with payroll-related inquiries.

General Accounting Support:

- Maintain accurate filing systems (both digital and physical) for financial records.

