

Job Description

Position title	Department	Reports to
Office Clerk		Fair Manager
Employment status	FLSA status	Effective date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt	

Position Summary

The Monroe County Fair Association (MCFA), renowned as one of Michigan's largest county fairs, is looking for a detail-oriented and efficient Office Clerk to become an integral part of our team. This role involves close collaboration with the Fair Manager and office personnel, focusing on a variety of administrative tasks essential for the successful running of the fair association's operations.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Perform general office clerk duties and errands.
- Handle incoming phone calls and other communications.
- Maintain and organize office files and records, updating paperwork and other documents.
- Manage and process Accounts Payable and Accounts Receivable, along with payroll operations.
- Communicate with the public and provide information regarding the Monroe County Fair and other MCFA events.
- Manage the Fair Entry Data System.
- Oversee and update MCFA Social Media accounts.
- Assist in planning and executing off-season shows and the annual Monroe County Fair.
- Collaborate with the Bookkeeper, Secretary, and Manager as needed.

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Associate's degree in business, Agricultural Administration, or a closely related field
- Three to five years of experience in an office setting or an equivalent combination of experience and training.
- Valid driver's license

Job Description

- Experience or understanding in fair operations, 4-H, and an agricultural background is preferred.
- Strong organizational skills with the ability to multi-task and prioritize tasks efficiently.
- Ability to work in a fast-paced environment, meet tight deadlines, and work well under pressure.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and knowledge of QuickBooks is a plus.
- Excellent communication and interpersonal skills.
- Strong decision-making and problem-solving skills.
- Ability to work independently and as part of a team.
- Attention to detail.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

- Ability to sit, stand, and walk for extended periods.
- Ability to lift and carry office supplies up to 20 lbs.
- Office environment with normal noise levels; minimal exposure to dust, dirt, and temperature variations.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

Job Description

To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at will relationship.

The company is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.

JOB DESCRIPTION

This content is owned and provided by Mineral, Inc. "AS IS," and is intended for informational purposes only. It does not constitute legal, accounting, or tax advice, nor does it create an attorney-client relationship. Because laws are constantly changing, we do not represent or warranty that the content is comprehensive of all applicable laws and regulations, and/or accurate as of the date of use. You are solely responsible for complying with all applicable laws and regulations. Mineral expressly disclaims any liability associated with your use of the content, and/or your noncompliance with applicable laws and regulations.