



STAR OF TEXAS FAIR & RODEO

Date Posted: August 4, 2008

Position: **Controller**
Full time; 40+ hours per week

Company: **Star of Texas Fair & Rodeo**
9100 Decker Lake Road, Austin, Texas 78724

Applications: Currently being accepted

Start Date: August 2008

Salary: \$50,000 - \$60,000 annually; Commensurate with Experience/Education

Benefits: Medical, Dental, Life Insurance, Retirement, Vacation and Personal Leave

Job Description:

The Star of Texas Fair & Rodeo is a non-profit organization dedicated to *Promoting Youth Education and Preserving Western Heritage*. Held annually in the month of March, the Star of Texas Fair & Rodeo draws over 300,000 fairgoers who attend the Rodeo, Concerts, Livestock Shows, Commercial Exhibits, Carnival and other attractions. Proceeds from this event fund scholarships for young people from 254 Texas counties. Over 2,800 volunteers complement a full-time staff of 12 who plan and coordinate the Star of Texas Fair & Rodeo. The event has become the largest non-profit contributor to education in Central Texas, awarding more than \$20 million via auction proceeds, cash awards and scholarships to youth over the past 20 years. In 2008, the Star of Texas Fair & Rodeo will award over \$1.5 million to the youth of Texas!

Primary duties of the Controller include:

- Reports to the General Manager
- All accounting system entry, including A/P, A/R and journal entries
- Monthly bank reconciliations
- Monthly financial statement reporting to Staff and Board of Directors
- Preparation of \$7M budget
- Budget to Actual analysis
- Invest cash with assistance of Secretary/Treasurer
- Prepare annual tax returns: W-2 and 1099
- Prepare quarterly tax returns: Unemployment, Payroll and Sales Tax
- Work with Auditor on annual audit and preparation of 990 IRS filing
- Human resources, employee benefits and payroll
- Scholarship Program Coordinator
- Liaison to higher education officials
- Plan Scholarship Reception
- Monitor Scholarship endowment
- Liaison to legal counsel
- Oversight of www.RodeoAustin.com online payment system
- Insurance policy renewals and adding/deleting event equipment
- Responsible for negotiating contracts with ATM Vendor and Fairgrounds Safety Inspector
- Work closely with the Carnival provider on ticket inventory and collecting revenue
- Event cash management
- Historical archiving and presentation
- Management of seasonal accounting staff

- Serve as a Star of Texas Fair and Rodeo ambassador at community events
- Liaison with the following volunteer committees: Safety & Legal, Scholarship and Finance

Applicants should possess the following abilities:

- Education: Minimum of a Bachelors degree in Accounting (required)
- CPA preferred
- 5+ years of full-time experience in general ledger accounting
- Proficient in QuickBooks, Excel, Word, Power Point and Access
- Ability to work independently
- Positive and outgoing attitude
- Excellent verbal and written communication skills
- Self-starter and team player
- Detail oriented, neat and orderly

Individuals interested in a challenging and rewarding career with the Star of Texas Fair & Rodeo are encouraged to send (via mail, fax or e-mail) cover letter, resume, transcript and list of references to:

General Manager
Star of Texas Fair & Rodeo
9100 Decker Lake Road
Austin, Texas 78724
512-919-3000
512-919-3005 FAX
bucky@rodeoaustin.com

Top candidates will be selected from the pool of applicants and will be contacted for interviews in the near future.