



NEBRASKA STATE FAIR

POSITION DESCRIPTION

Business Administrator (HR/AP/Board Relations)

As of July 2025

OVERVIEW

This position reports to the Executive Director and is responsible for HR, Accounts Payable and Board Relations. The Business Administrator is responsible for high quality, professional practices with confidentiality at the forefront.

Responsibilities are as follows:

A. HR Administrator

- Administers health and welfare plans, including enrollments, changes and terminations
- Processes required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions
- Review and approve payroll reports
- Performs customer service functions by answering employees' requests and questions
- Collects I-9 Forms, verifies I-9 documentation and maintains I-9 files
- Assists with processing of terminations
- Assists with recruitment and interview process.
- Processes new employee paperwork
- Prepares new employee files
- Maintains employee files
- Processes changes to employee time off system and tracks PTO
- Maintain log of building keys and check out list
- Assists Executive Director as needed

B. Accounts Payable

- Accurately review and process vendor invoices from all departments
- Accurately code invoices when necessary
- Perform data entry associated with accounts payable
- Review and reconcile invoice discrepancies
- Audit and process credit card bills
- Monitor Positive Pay Program
- Address and respond to vendor inquiries
- Monitor Positive Pay Program
- Assist with processing check requests and reports on a regular basis
- Verify proper use of accounting codes on weekly Staff input Tracker report
- Maintain files for all Payables

- Make bank deposits
- Maintain records of bank deposit
- Accurately input invoices and deposits into weekly Staff Tracker report
- Monitor usage of business charge accounts

C. BOARD RELATIONS

- Schedules all necessary Fair Board travel, hotel stays for Board meetings and tracks per diem.
- Prepares public meeting notices, Board member packets and takes minutes during monthly Board meetings.
- Acts as conduit for Board members regarding their appearances at various activities throughout the year.
- Prepares Board members for assignments during Nebraska State Fair along with deadlines, schedules and any necessary materials they may need.

Minimum Qualifications:

- High school diploma
- 3+ years' experience in a professional office setting
- Proficient Microsoft Office knowledge and skills
- Strong time management and organizational skills
- Knowledge of basic accounting principles
- High degree of attention to detail
- Ability to work independently and prioritize tasks

Preferred Qualifications:

- Associate or bachelor's degree in business, Accounting, HR or a related field
- 3+ years' experience with accounts payable or general accounting
- Strong analytic abilities

INDEPENDENCE OF ACTION

This position works within established Nebraska State Fair guidelines and policies. This position operates independently and must organize and prioritize projects to meet deadlines.

WORK ENVIRONMENT/PHYSICAL DEMANDS

Work is performed in a fast-paced environment. Physical requirements include the ability to sit, reach, bend, manipulate folders or papers, lift items and operate office equipment in the performance of duties.