



Finance - Payroll / Data Entry Assistant

(Seasonal, Non-Exempt)

Overview

Come be a part of the Minnesota State Fair Finance team! Assist the Finance staff by processing confidential employment information into the payroll system and learn more about how the Finance department operates behind the scenes to make the Minnesota State Fair run!

Essential Functions

- Input confidential employment information into Kronos timekeep system.
- Assist with other projects in the finance department.
- Assist with tasks assigned by either the immediate supervisor or general manager as needed.

Required Qualifications

- Ability to maintain confidentiality.
- Attention to detail.
- Reliable and accurate data entry skills.
- Microsoft Excel and Word experience.
- Exceptional organizational skills.
- Available to work June – September 3.
- The schedule for this position will start 2-3 days per week and increasing to 5 days per week as the summer progresses.
- Extended hours during peak times and consecutive days without time off are required. No days off during the fair, Aug 23 – Sept 3.

Preferred Qualifications

- Finance/Accounting major.
- Previous experience with Kronos payroll systems.
- Working knowledge of basic office equipment.
- Accounting background or knowledge.

Apply today!

Submit resume and cover letter to employment@mnstatefair.org
Include "Finance – Payroll/ Data Entry Assistant" in email subject line.