



IDAHO AGC

THE CONSTRUCTION ASSOCIATION

JOB DESCRIPTION

<u>Job Title:</u>	Accounting Specialist/Administrative Assistant
<u>Job Status:</u>	Full-time, At-will, FLSA exempt
<u>Supervisor:</u>	Sr. Director Finance & Operations
<u>Salary Range:</u>	\$35,000-\$50,000 annually (based on experience)
<u>Location:</u>	Boise, ID

Work Environment:

The Idaho Associated General Contractors (AGC) is a full-service, non-profit, member-oriented trade association supporting the commercial construction industry across Idaho. All employees are expected to serve the needs of the membership above and beyond the scope of all other assigned duties and will be expected to: actively participate in the recruitment of new members; participate in efforts to retain and serve existing members; assist in the hosting of membership events and outings; and work to further advance a positive public image of the organization, its members, and the construction industry.

In addition, the Idaho AGC maintains a strong team oriented approach to all that it accomplishes. All employees are expected to balance team and individual responsibilities while contributing to building a positive team spirit. All employees must recognize, respect, and support diversity within the team and make workplace decisions without regard to race, gender, age, ethnicity, disability, or any other basis prohibited by law.

Job Overview:

This document reflects the Idaho AGC's best effort to describe the essential functions and qualifications of this position. The content of this document is not intended to be an exhaustive list of all responsibilities, duties, and skills required of the individual position.

The Idaho AGC is looking for a responsible, experienced Accounting Specialist to assist the Senior Director of Finance and Operations with the management of the Association. In addition to substantial accounting responsibilities, the position also supports the Association's CEO and its volunteer leaders.

The position's main duties include responsibility for accounts receivable and payable transactions and other general accounting functions. Additional important duties include scheduling, preparing, and executing meetings of the Association's governing board and committees.

Our ideal candidate is a proactive, task-oriented, and self-motivated professional comfortable in a fast-paced environment. They must also demonstrate that they can meet deadlines while prioritizing tasks, communicate effectively, and exercise sound judgement at all times.

Essential Responsibilities & Duties:

Accounts receivable & cash receipts:

- Maintain all accounts receivable systems
- Prepare bank deposits and all related documentation
- Assist in the collection of membership dues
- Provide timely follow-up to ensure resolution of all member account inquiries

Accounts payable:

- Maintain all vendor files and accounts payable systems
- Reconcile all employee issued credit card transactions and statements
- Ensure timely payment of all vendor invoices
- Prepare, produce, and distribute all cash disbursements for Idaho AGC and its associated organizations and business entities
- Provide timely follow-up and ensure resolution of all vendor account inquiries

General accounting:

- Allocate staff credit card and petty cash use
- Assist in annual audit
- Provide support to Senior Director of Finance and Operations in month-end and year-end tasks as assigned
- Serve as backup for bi-monthly payroll

Membership:

- Provide primary support for members with general questions regarding invoicing, statements, and payments
- Liaise with AGC of America regarding national membership benefits for all members
- Maintain member database including onboarding new members and updating information accurately and efficiently
- Participate at member events and assist Engagement Director with needed tasks and duties

General office Support:

- Oversee ordering and management of office supply inventory
- Assist as needed in the coordination of building and grounds maintenance
- Notarize documents as needed
- Provide telephone reception service as needed
- Gather mail at post office box at beginning of each day
- Maintain postage accounts, equipment, and supplies
- Maintain office equipment inventory and maintenance schedules

Meetings:

- Manage organization's calendar of committee meetings, including:
 - Monthly Executive Committee meetings
 - Quarterly Board of Directors meetings
 - Biweekly Legislative Committee meetings (January-April)
 - Quarterly meetings of multiple standing committees
- Work with Chairman of each committee and assigned staff liaison to prepare for meetings, including:
 - Preparation of agenda and meeting packet
 - Dissemination of meeting reminders and packet prior to meeting
 - Set up meeting room and activate conference call/online meeting
 - Attend meetings and take detailed minutes
 - Prepare minutes for review by Chairman and assigned staff liaison
 - Follow up with Chairman and assigned staff liaison to ensure committee actions are implemented timely

General

- Uphold a strict level of confidentiality
- Develop and sustain a level of professionalism among other team members and the Association's membership
- Complete other duties as assigned and assist other AGC team members with a wide range of responsibilities

Qualifications:

1. Experience:

- Minimum of 3+ years of experience in accounting
- Advanced Microsoft Office skills

2. Education:

- A minimum requirement of a high school diploma or GED certification
- Preference will be given to candidates with a college degree or those with other post-secondary experience

3. Licenses, Certificates, & Registrations:

- Valid Idaho driver's license
- Ability to obtain a notary public license
- Ability to pass the required background check

4. General Competencies:

- The ability to work independently in a professional team environment
- Excellent oral and written communication skills
- Demonstrated ability to set priorities and multi-task
- Demonstrated excellence in customer service delivery
- Demonstrated ability to manage difficult or emotional customer situations and achieve a positive outcome

- Demonstrated willingness to work in a team environment and accept other duties and responsibilities as assigned

Job Specifications:

- Physically able to lift and handle up to 50lbs
- Ability to perform duties while standing, sitting, bending, and kneeling
- Ability to operate a motor vehicle
- Speak, read, and write English fluently

Compensation:

The Idaho AGC offers all employees a complete compensation package that includes:

- Competitive salary to be determined based on experience
- 36-hour standard work week
 - 8am-5pm – Monday-Thursday
 - 8am-noon – Friday
 - Additional time may be required during events and/or committee meetings
- Outstanding benefit coverage with no employee premium, include:
 - Medical, Dental and Vision coverage for employee and family
 - Short- and Long-Term Disability coverage for employee
 - Life insurance for employee and spouse
- 401k program with five percent employer match
- Reimbursement for gym membership
- Paid Time Off
 - 18 days [144 hours] per year
 - 9 holidays per year
- Use of company vehicle for work related travel

Next Steps:

To apply, please submit a current resume and at least one letter of recommendation to:

Idaho Associated General Contractors
ATN: Tamara Tracy
1649 W. Shoreline Drive, Suite 100
Boise, ID 83702

OR

ttracy@idahoagc.org