



**JOB TITLE:**  
**IGRFSF ADMINISTRATOR**  
**\$15-\$23/Hr. DOE**

**IDAHO GUARD and RESERVE FAMILY SUPPORT MISSION:**

The Idaho Guard and Reserve Family Support Fund (IGRFSF) was established as a private, nonprofit organization for the purpose of collecting and holding funds to assist in financial emergencies for all reserve component members assigned to units within the borders of Idaho.

**INTRODUCTION:** The fund is a private, non-profit, 501©3 tax-exempt organization. 1) The fund is Idaho's own emergency financial assistance organization and is dedicated to "Helping Idaho's Military take care of its own." 2) The fund provides emergency financial support to all reserve component service members assigned within the borders of Idaho. 3) The fund provides the Commanding General an asset in accomplishing his basic command responsibility for the readiness of the Idaho Guard and Reserve Forces.

**POSITION DESCRIPTION:** The Administrator is responsible for many aspects of daily, weekly and monthly operations of all of the IGRFSF administrative operations. This role will understand all aspects of IGRFSF operations and assigned responsibilities. The primary duties of the Administrative Officer include bookkeeping and accounting functions, process management, budget analysis for the board treasurer, board meeting preparation in coordination with the secretary, collections management, application tracking and archiving.

The IGRFSF Administrative Officer is expected to work an average of 20 hours per week, possibly including occasional weekends, to provide coverage as necessary. The IGRFSF Administrative Officer is expected to be available as requested, some of the time via phone or email to assist with emergency situations and some issues that arise. A typical schedule for this role will consist of flexible daily and possibly weekend scheduling in order to meet business goals. The role may also include other special duties and tasks as required.

**DUTIES AND RESPONSIBILITIES:**

1. **Administrative:** The incumbent independently performs a variety of administrative support activities and general clerical duties in support of assigned offices, Family Programs staff and customers. Receives and answers routine telephone inquiries and refers to appropriate staff. Uses judgment to respond to recurring questions and resolve clerical and administrative problems. Receives and assists or refers to appropriate staff or office. Distributes mail and messages, assigns document numbers to applications and records receipt. Communicates suspense dates and completion dates as appropriate. Makes photocopies, faxes document, and performs other clerical support functions. Manages applications and archives completed transactions. Assists the Board Secretary in preparing for and conducting the quarterly IGRFSF board meeting.
2. **Bookkeeping:** Maintains accounting systems, financial records, fact-checking accounting data, reords, financial transactions, documents transaction details, and other bookkeeping/accounting functions. Maintain contact with IGRFSF Business Accountants for taxes and accounting. Reports all significant accounting errors to IGRFSF Board and recommends changes in Standard Operation Procedures (SOP's). Ensure that all accounts are audit-ready.
3. **Budget:** Gathers and organizes information for inquiries, and resolves problems related to finance. Performs varied duties involving various accounting transactions to include processing of obligations, accounts payable, reconciliations, DEBIT card purchases. Prepares checks for authorized signatures and disbursement. Maintains and prepares the balance sheet for accounts payable invoices, statements, obligations, and fiscal reconciliations in cooperation with the IGRFSF Board Treasurer.



4. Collections Management: Analyzes particular facts, problems/issues pertaining to delinquent loan/promissory note payments; Obtains additional information to reconcile discrepancies or inconsistencies. Maintains contact with borrowers according to elapsed delinquent time periods (30-60-90 Days). Submits accounts in arrears to a collection agency after failure to obtain payments within defined timelines.
5. Donation Management: Primary point of contact in coordination with the Donation Manager for receiving, tracking, and documenting donations to the IGRFSF.
6. Process Management: Performs a wide variety of record keeping and files maintenance. Updates references, manuals, policies and directives. Assists management with research, gathering and consolidating information/documentation, and reporting in support of management, programs, functions and projects.
7. Provides professional customer-focused service. Maintains a professional level of discretion and confidentiality of information as it pertains to customers, management and fellow employees' personal and workplace matters.
8. Performs other related duties as necessary or assigned.

#### **SUPERVISORY CONTROLS:**

Works under the direct supervision of the J9 Director and the IGRFSF Executive Board. Work is performed independently within established guidelines outlined in IGRFSF Guidebook and By-Laws.

#### **WORKING CONDITIONS AND LOCATION:**

The work is active and performed in a well-lit and climate-controlled office environment on Gowen Field, Boise, Idaho. Normal working environment will require walking, standing, and working at a desk. Some work can be conducted remotely from home.

#### **MANDATORY REQUIREMENTS:**

1. Security Clearance requirements. Must be a U.S. citizen and possess a valid Social Security Account. Must be able to pass a security background investigation for current or recent criminal activities.
2. Must have and maintain a valid and unrestricted state issued (any state) driver's license.

#### **QUALIFICATION REQUIREMENTS – Knowledge, Skills and Abilities (KSAs).**

**a. Applicants must meet the following KNOWLEDGE, SKILLS AND ABILITIES (KSAs) requirements. Provide your individual responses on paper addressing each (1-5) separately.**

Applicants must demonstrate a solid knowledge of administrative experience in clerical, budgetary and possess skill in working with Microsoft Office applications and Quick Books. In your responses, describe your education, training, and work experience as it relates to the following KSAs. KSA responses assist in determining the best-qualified applicants.

1. Financial, Bookkeeping, and Accounting



- a. Knowledge and ability to make sure that expenditures comply with authorized budget amounts, administrative restrictions, and proper accounting structure. Describe related experience.
- b. Knowledge and ability to reconcile financial transactions. Describe related experience.
- c. Skill and ability to prepare financial reports. Describe related experience.
- d. Skill and ability to use automated accounting and reporting systems, automated accounting equipment, and common software applications such as Excel and query reporting programs. Describe related experience.

## 2. Administrative Management and Customer Service

- a. Ability to perform common office tasks such as greeting and directing customers; answering multi-line telephones, taking messages, and transferring calls; and maintaining records by documenting or updating information in written or electronic form to maintain accurate and complete records.
- b. Ability to use electronic mail (email) to compose, send, and respond to email, and to use email program functions such as calendars and meeting requests.
- c. Ability to use Microsoft Office 365 for Business to include Teams and One-Drive. Ability to use QuickBooks. Ability to use spreadsheet software, such as Microsoft Excel, to develop spreadsheets; ability to use presentation software, such as Microsoft PowerPoint, to create, format, edit, and run slide shows; Experience with the use of database software, such as Microsoft Access, to create template-based databases and design simple tables, queries, data entry forms, and/or reports is a plus.
- d. Ability to compose business letters and other correspondence/documents independently and professionally from drafts, memos, notes or other instructions.
- e. Knowledge of correspondence and filing systems, including the ability to establish and maintain electronic and paper filing/storage systems in accordance with current IGRFSF By-Laws.
- f. Ability to create forms/documents using templates, work with form fields, and format and enhance forms. Skill using mail merge to create form letters, modify merged documents, and merge envelopes and labels.
- g. Knowledge of current social media platforms and trends. Ability to create, edit and manage multiple social media accounts. Knowledge of acceptable social media practices.

## 3. Military Experience (NOT required but beneficial)

- a. Understanding of Military Rank Structure
- b. Military Leadership Culture



**HOW TO APPLY:** Submit application packets via email at [IGRFSFOffice.01@gmail.com](mailto:IGRFSFOffice.01@gmail.com) All packets should include current resume and written responses to KSA's describing your related experience.