

IDAHO BARLEY COMMISSION POSITION ANNOUNCEMENT

September 10, 2018

POSITION OPEN UNTIL FILLED

The Idaho Barley Commission, a small two-person state agency, is seeking an **Administrative Assistant/Bookkeeper**. The position is located in Boise, and full-time at 40 hours/week. Responsibilities include payroll, AP, AR, fiscal reports and charts, and other secretarial/office and organization support functions. Excellent written and oral communication skills, attention to detail, and the ability to work independently as well as cooperatively with others is essential. Strong computer and bookkeeping skills are required, including QuickBooks and Microsoft Office Suites (Word, Excel, Access, Outlook and Publisher). Experience with websites (Dreamweaver and WordPress), and social media are a plus. Knowledge about agriculture, barley production and malting/brewing industry is very helpful. This position offers a competitive salary and benefits.

Position is responsible for:

Payroll, accounts payable and receivables, bank reconciliation, monthly and annual fiscal reports, weekly collection and reporting of commodity price data, preparation of price and budget charts, managing database, maintaining website, general secretarial/office duties, meeting and event coordination and help, and other duties and projects as assigned. There is interaction with board members and barley growers, as well as other partners. Limited travel is necessary to attend up to three board meetings around the state (typically June, October and February), as well as the Tri-State Grain Convention held each November at a location in the Pacific Northwest.

Position Qualifications:

Minimum Qualifications

1. Experience and proficiency with QuickBooks, payroll, accounts payable and receivables.
2. Experience and proficiency with Microsoft Word, Excel, Access, and Outlook.
3. Ability to work independently, as well as cooperatively with others.
4. Excellent written and oral communication skills.
5. Willingness to participate fully in the day-to-day work of the commission, and to engage positively with stakeholders.
6. Willingness to attend board meetings and other meetings/events as needed.

Preferred Qualifications

1. Website experience, specifically Dreamweaver and WordPress.
2. Social Media experience.
3. Experience with Microsoft Publisher.
4. Experience and success working in a similar position.
5. Knowledge about agriculture, barley production and malting/brewing industry.

Compensation:

The salary amount will be set based on experience and qualifications. Compensation is paid bi-weekly. Benefits include holidays and leave time; health, dental and vision insurance; and PERSI retirement plan. This is a non-classified/at-will state position and the Administrative Assistant serves at the pleasure of the commission Administrator.

How to Apply:

Applications must include a cover letter detailing qualifications as outlined in this posting, a resume, and a list of three or more references or reference letters. Submit applications to lwilder@barley.idaho.gov. **Position is open until filled.**