



## **OFFICE ADMINISTRATOR JOB DESCRIPTION**

**REPORTS TO:** PRESIDENT  
**HOURS:** PT NON-EXEMPT, 10 TO 15 HOURS A WEEK  
**SALARY:** DEPENDING ON EXPERIENCE AND LEVEL OF TASKS  
**TITLE:** IDAHO HORSE COUNCIL OFFICE ADMINISTRATOR

### **Position Summary**

The Office administrator for the Idaho Horse Council (IHC) will be an Idaho Horse Council director, an officer of the Idaho Horse Council and member of the IHC executive committee. The Office administrator will foster positive customer service communication both internal and external, support financial management/oversite, and properly store IHC historical documents. The IHC office should always be clean and reflect an organized and professional image to others.

The Office Administrator is someone with strong computer skills and the ability to work independently, and occasionally from a remote location.

### **Principal Responsibilities**

The specific duties include,

1. Staff the IHC office during regular office hours. Currently these hours are Monday and Wednesday from 10:00 AM to 2:00 PM. Occasionally the office administrator may change the day and/or hours to support training with others and other activities. IHC president must be promptly notified and approve of any such changes
2. The Office Administrator will pick up and accurately process the mail two days a week. There will be timely processing of all bills, deposits, and invoices following the IHC documentation and authorization process. All Horse Expo checks, invoices, etc. will be processed by the Office Administrator. All Horse Expo paperwork will be routed to the IHC Horse Expo coordinator for further processing and/or instruction
3. The Office Administrator will answer the phone during regular office hours and greet walk in customers. Any IHC questions that the Office Administrator is unable to handle will be elevated to the IHC president. Any Horse Expo questions and/or issues that the Office Administrator is unable to handle will be elevated to the Idaho Horse Expo coordinator

4. Enter financial data into QuickBooks to update the IHC budget and tracking document and profit and loss statement. Route periodic summaries to the IHC Executive Committee and the IHC Board prior to their board meetings
5. Protect the confidentiality of IHC information
6. Be familiar with IHC policies and procedures and ensure compliance to same
7. Provide support to IHC committees as directed by the IHC President
8. Maintain IHC membership files and IHC records
9. Assist and support positive social media interaction for IHC to support education and growth. This may involve collaboration with IHC membership committee and/or others
10. Positively interact with IHC members about the IHC office operation and any updates/changes made to the office operation
11. Accurately maintain the IHC Officers and Board of Directors list and Membership list
12. Create permanent files and maintain all existing files to IHC historical storing standards
13. Edit and maintain all forms, documents, manuals etc. related to IHC day to day operations, and if necessary, submit to the IHC president for approval
14. Review and as necessary replenish IHC office supplies
15. Timely update the IHC Facebook page and the IHC and the IHE websites, following the IHC social media policy
16. Mentor and train the First and Second Vice President to enhance their understanding of the IHC office as they may be able to handle Office Administrator absences
17. Meet with the IHC president periodically to review principle responsibilities, tasks, hours, and overall performance. Make mutually agreed upon adjustments to support the successful performance of position
18. Other duties may be assigned by the president from time to time