**Bookkeeper and Course Rating Administrator**  
Idaho Golf Association  
Boise, Idaho

**Idaho Golf Association**  
The Idaho Golf Association (IGA) is a 501 (C)(7) non-profit organization founded in 1969 with the goal of being an all-encompassing umbrella organization for amateur golf in Idaho. The mission of the IGA is to promote the best interest of amateur golf, by providing course rating and handicapping service to member clubs, conducting championships, providing playing opportunities for members, education, and protecting the spirit of the game. The IGA is comprised of approximately 17,000 members and approximately 75 member clubs.

The IGA is governed by a Board of Directors comprised of up to fifteen men and women who each serve three-year terms. Operations are administered by six full-time employees and USGA P.J. Boatwright Interns. Eighteen state championships and various USGA qualifiers are conducted each year in addition to over 30 events on the IGA Junior Tour schedule.

**Employment Basics**  
This position reports to the Idaho Golf Association’s Executive Director  
This is a full-time, exempt, position with full-time benefits

**Position Description**  
This position will be responsible for all bookkeeping, bill paying, and maintenance of finances for the IGA. Additionally, the position will also learn the USGA Course Rating System and be responsible for the execution of that system within the IGA’s territory.

**General responsibilities for Bookkeeping**  
- Manage the Company day to day accounting functions including General Ledger, Accounts Receivables, and Accounts Payable  
- Perform general ledger and bank account entries, reconciliations and analyses  
- Maintain accurate and timely Cash Flows, Controls and Forecasting  
- Prepare and audit timely monthly, quarterly, and annual financial statements  
- Maintain compliance with accounting policies and internal control procedures  
- Support full time staff members to attain both short-term and long-term goal

**General responsibilities for Course Rating include**  
- Learn the USGA Course Rating system  
- Oversee all administrative aspects of the Course Rating program  
- Manage education seminars to IGA member courses and volunteer course raters  
- Schedule, measure, rate, audit, and finalize all Course Ratings  
- Coordinate IGA volunteer course raters  
- Prepare and maintain Course Rating records and update Association databases
General Idaho Golf Association Responsibilities

- Attend IGA tournaments and events in a supporting role on an as needed basis
- Assist with tasks and administrative duties as needed

Qualifications and Skills Required

- Bachelor's Degree in Accounting or related field
- 3 Years' Experience in Accounting/Bookkeeping
- Proficient in QuickBooks, Microsoft Office Tools
- Must have moderate knowledge of the game of golf and golf handicaps
- Must possess the ability to learn complex systems and adapt to regular changes
- Strict attention to detail and excellent problem solver
- Able to evaluate systems and develop strategies for improvement
- Strong professional communication skills including both verbal and written
- Must have excellent interpersonal and customer service skills
- Well organized and thorough, with the ability to multi-task
- Strong self-starter with the ability to help a team be successful
- Must be available for some overnight travel

Benefits

- Full-time, Salary
- $35k-$50k/year DOE
- Average 40 hours per week
- Paid Health, Dental, Vision, and Life Insurance for Employee
- Paid Time Off
- Matching Simple IRA retirement
- Paid Cell Phone

Desired Start Date
January 2021

Application Instructions
Please email resume, cover letter, and references to

Caleb Cox
Idaho Golf Association
caleb@idahoga.org

Deadline to apply is November 8, 2020.