



Position: Administrative Support Specialist

Location: Kendalia

Job Type: Hourly, Full-time, Non-exempt

Website: www.wildlife-rescue.org

Mission: To rescue, rehabilitate, and release native wildlife and to provide sanctuary, individualized care, and a voice for other animals in need.

History: Established in 1977, Wildlife Rescue & Rehabilitation (WRR) receives over 10,000 wild animals per year for rehabilitation and release as well as providing permanent sanctuary for more than 600 residential, non-releasable indigenous wildlife, non-native wildlife (large mammals, primates, reptiles, and birds) and farmed animals. Wildlife Rescue is located on 212 acres in the beautiful Texas Hill Country, near Austin and San Antonio. The Roger and Phyllis Sherman Animal Care Complex (SACC) is located in north-central San Antonio.

Description: The Administrative Support Specialist must be highly organized, detail-oriented, and self-motivated to ensure that WRR's business office runs efficiently. Essential responsibilities include communicating with all employees, vendors, and the public, managing the department's office supplies, addressing all tasks in a timely manner, and fulfilling all billing requirements and financial reconciliations. In addition, they provide general administrative support to the Director of Operations and the Executive Director.

Key Responsibilities

Financial Management

- Manage all department expense purchase orders including confirming proper account coding.
- Collect all bills and invoices, process for payment, and then enter the charges and coding into QuickBooks Online accounting software.
- Once approved by the Director of Operations (DOO), print and mail checks on a weekly basis and prepare reports.
- Maintain accurate and up-to-date records for all accounts payable and paid invoices.
- Reconcile multiple monthly credit card accounts and vendor credit accounts.
- Coordinate with the Gifts and Records Specialist and maintain contact with the contracted bookkeeper to ensure monthly reconciliations.
- Account for and log all donations that come in daily and weekly from the mail as well as animal rescue donations from the Sherman Animal Care Complex, Kendalia Receiving, and Hospital.
- Process payroll on a semi-monthly basis through Execupay payroll software, including the verification of hourly staff work hours.
- Maintain accurate and complete personnel records with updated forms when submitted to reflect accurate payroll, rent deductions, and benefit changes.
- Create and issue monthly utility invoices for onsite staff housing tenants.
- Submit the Quarterly Sales Tax Reports for gift shop merchandise.

- In conjunction with the DOO, work with the contracted CPA firm for annual audits, ensuring all requested files are organized and available when required.
- Collect and maintain vendor W-9 records for annual 1099 processing.

Administrative Support

- Answer phone calls, pick up and deliver daily mail at the post office. Ensure that all communications are relayed to the appropriate staff person or department manager in a timely manner.
- Along with the DOO and the Gifts and Records Specialist, maintain the administrative building to include weekly cleaning.
- Maintain all other WRR administrative files, including vehicle information, organizational insurance, and other items.
- Monitor supplies, create purchase orders for approval, and then place orders for general office needs, paper supplies, and equipment.
- Assist the DOO with the management of organizational contracts.
- Create new hire packets and administer the onboarding overview of policies and benefits.
- Follow up with new employees via email to provide all employee log-ins and benefit information after onboarding.
- Complete new employee setups including the use of E-Verify and IntelliCorp.
- Follow procedures to enter payroll changes for new or terminated employees, including the addition or deletion of benefits.
- Maintain complete personnel and employment files with updates as required (Benefit Files, I-9's, Mutual of America, Worker's Comp Claims) and follow security measures to protect all personal information.
- Other duties as assigned by the DOO, Executive Director, and President/Founder.

Knowledge Base

- Bachelor's degree or relevant experience.
- Minimum 2 years' bookkeeping or accounts payable experience, administrative or human resources experience preferred.
- Strong attention to detail, time management, communication, and organizational skills.

Compensation: Salary is \$18.00 - \$20.00 per hour along with employee benefits. WRR pays 55% towards medical and dental policies, life insurance and short-term disability provided 100%, 18 days of annual, accrued PTO with 7 paid holidays. This position works on location at 335 Old Blanco Road in Kendalia, Monday through Friday. Training is provided. This position reports to the Director of Operations.

Persons interested in applying for this position should email a cover letter & resume to:

Wildlife Rescue & Rehabilitation, Inc.

Attn: Michelle Elble, Director of Operations

P.O. Box 369, Kendalia, TX 78027

Email: WRRapplication@wildlife-rescue.org

Phone: (830) 336-2725, ext. 313

Equal Opportunity Employer