



Position: Administrative Support Specialist

Location: Kendalia, TX

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

Schedule: Monday through Friday

Website: www.wildlife-rescue.org

Apply to: wrrapplication@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 resident non-releasable indigenous wildlife, non-native wildlife (large mammals, primates, reptiles, and birds) and farmed animals. The Wildlife Rescue Sanctuary is located on 212 acres in the beautiful Texas Hill Country in Kendalia.

Primary Duties:

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 Executive Director (ED), 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 Director of Administration (DOA) 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.
- 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 ED and DOA 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 DOA, 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 DOA with the management of organizational contracts.

- Follow procedures to enter payroll changes for new or terminated employees, including the addition or deletion of benefits.
- Along with DOA, 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.
- 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.
- Other duties as assigned by the DOA, Executive Director, and President/Founder.

Requirements

- 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.
- Demonstrated commitment to sustain longevity in a professional office setting.
- Must hold and maintain a valid drivers license.
- Must maintain the highest level of discretion.

Compensation: \$20/hr. This position reports to the Director of Administration and is accountable to the Executive Director and Founder/President.

Persons interested in applying for this position should send a cover letter & resume to: wrrapplication@wildlife-rescue.org

By accepting this position, you agree to provide all necessary care even to species you do not feel "comfortable" with. At WRR we treat all animals equally regardless of the degree of comfort that staff may or may not have when working with certain species. In addition, if your personal feelings towards any species or individual animal are in any way negative, you are still required to speak of them with respect and to provide all necessary care.

WRR is an Equal Opportunity Employer.