



Administrative Assistant Job Description

Reports to: Executive Director

Direct Reports: No Direct Reports

Schedule: Non-exempt, 24 hours per week (Part-time with potential for full-time)

Salary: Depends on experience/Starts at \$13.00

Summary of Position

The Administrative Assistant is responsible for bookkeeping and assisting donors and members, and a wide variety of other administrative functions.

Duties and Responsibilities

- Keep financial records using QuickBooks, including accounts payable and receivable, generating reports as required, and reconciling the bank accounts.
- Works under the direction of the Executive Director on budgets and reporting of expenditures and revenue.
- Works with the Board of Directors Treasurer to provide accurate reporting of finances and accounting.
- Manages contracts for all utilities including phone, gas, Internet, power, etc.
- Manages contracts for rentals such as the photocopier.
- Manages licenses and permits such as vehicle registration, business registration and others as needed.
- Records all donations and sends appropriate thank-you letters to those donors.
- Deposits grant funds and keeps accurate records on grant expenditures.
- Assist the Grant Writer and Executive Director with preparation of grant reports according to grant requirements.
- Oversees Sanctuary memberships and animal adoptions.
- Process payroll and ensure proper scheduling of employee workdays.
- Processes required paperwork for YWS volunteers and interns.

- Maintains the master calendar for the Sanctuary, including meetings, submission, and reporting deadlines for grants.
- Cross-trains in the Gift Shop as a back up for Gift Shop personnel.
- Other duties as assigned by the Executive Director may include assisting with fundraising and education events.

Qualifications

- **Required:** Excellent working-knowledge of QuickBooks Online
- **Required:** Proficient knowledge of general accounting procedures
- **Required:** Computer savvy with experience using Google and Word programs
- **Required:** Trustworthy in financial matters
- **Required:** Committed to safeguard the confidentiality of donor information
- Preferred: Retail Experience
- Preferred: Experience with donors and volunteers for a non-profit organization.

Position will be open until filled. Apply at jobs@yellowstonewildlife.org

Position will begin as a training position working with the Executive Director, Finance Chair for the Board of Directors, and Finance and Administrative Lead for the Sanctuary. Once training is complete, there is potential for this role to be fulltime.

Updated: January 30, 2024
BRW