



## Greenwood Wildlife Rehabilitation Center Administrative Specialist Job Description

**Job Title:** Administrative Specialist

**Department:** Administration

**Classification:** Year-round, Part-time, 24-39 hours per week, hourly, non-exempt

**Job Relationships:** Reports to the Executive Director. Works closely with Community Relations Manager, Education and Front Desk coordinators, and other administrative staff.

**Position Summary:** Maintains donor relations data and communication, performs administrative tasks. Supports the Executive Director, and executes basic accounting duties, ensuring seamless coordination between development efforts, Center operations, and financial affairs, many of which are confidential and sensitive in nature. The ideal candidate will be detail-oriented, highly organized, and have excellent communication skills.

### Essential Duties and Responsibilities:

#### **Accounting and Financial**

- **Maintain Financial Records:** Accurately input and update financial data in accounting software, maintaining organized and up-to-date records.
- **Prepare Financial Reports:** Assist in the preparation of monthly, quarterly, and annual financial reports for the Executive Director and Board of Directors.
- **Manage Accounts Payable and Receivable:** Ensure timely and accurate processing and filing of invoices, payments, reimbursements, and receipts, while maintaining compliance with organizational policies.
- **Banking Deposits:** Prepares and submits bank deposits, reconciling petty cash.
- **Generates and distributes invoices for quarterly billing:** Prepare, issue, and track quarterly invoices, ensuring timely and accurate billing for all accounts.
- **Merchandise inventory management:** Oversee inventory levels, update software to reflect prices and inventory, and coordinate reordering to maintain adequate stock alongside Community Relations Manager.
- **Merchant services compliance and reporting:** Ensure compliance with merchant services regulations, monitor transactions, and prepare necessary compliance reports.
- **Support Audit Processes:** Provide necessary documentation and organization during annual audit.
- **Assist with Grant Reporting:** Prepare documentation and reports for grant applications and compliance.

#### **Personnel Operations**

- **On-board new staff:** Facilitate the onboarding process for new and returning employees, ensuring a smooth integration into the organization. Maintain and update personnel records.
- **Retain and purge staff records in accordance with the approved State Retention Schedule:** Manage staff records by retaining or purging them according to state retention guidelines.
- **Complete injury reporting:** Accurately document and report workplace injuries in compliance with organizational and legal requirements.

#### **Donor Relations and Database Management**

- **Maintain and Update Donor Database:** Ensure the donor database is accurate, up-to-date, and properly segmented for targeted communications. Record and monitor all donations, pledges, and recurring gifts, ensuring timely follow-up, acknowledgements, and reporting.
- **Ensure Data Security and Compliance:** Protect donor information by adhering to data privacy regulations and implementing best practices for data security. Analyze and investigate discrepancies to ensure data accuracy.

## Events

- **Participates in planning annual gala event and smaller fundraisers:** Assist in the coordination of the annual gala and other fundraisers; including data entry, reporting, and providing insights on donation metrics.

## Facilities

- **Supervise Facility Maintenance and Repairs:** Oversee and assign tasks to Facility Maintenance Worker, ensuring that all facility and office equipment repairs are approved, scheduled, and completed in a timely manner.
- **Maintain Facility Documentation and Disaster Management:** Ensure the facility binder is properly maintained and support in the maintenance of Greenwood's Disaster Management Plan.

## Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

## Required Qualifications

Bachelor's degree and a minimum of two years of experience in accounting role. Preferably experience in nonprofit development, donor relations, and administrative support; or equivalent combination of education and experience.

- Familiarity with bookkeeping and accounting procedures; ability to navigate multiple online billing platforms.
- Proficiency with Microsoft Office Suite, Salesforce, and QuickBooks.
- Experience with Outlook, Google Suite, and other databases/software programs.
- Excellent written and verbal communication skills, with the ability to effectively interact with donors, staff, and other stakeholders.
- Must possess a valid driver's license and be legally authorized to work in the United States.
- Understanding of Clover Merchant Services, a plus.

## Knowledge, Skills, and Abilities

Excellent written and verbal communication skills, along with strong organizational abilities, are essential for managing multiple tasks and priorities. The candidate should have a basic understanding of accounting principles, strong relationship-building skills, and a customer service-oriented approach. Ability to handle difficult situations involving the public/volunteers/staff with tact, compassion, and good judgment. Ability to multitask in a fast-paced environment, demonstrate self-sufficiency in completing tasks, and work collaboratively with other supervisors and departments.

## Working Conditions

Work is mainly performed in a wildlife rehabilitation center in a shared office. Occasional work from home days permitted. Potential exposure to cleaning agents, wild animals, and zoonotic diseases. Shifts require frequent standing, walking, bending, and lifting (daily up to 10 lbs. and occasionally 40 lbs.). Required to sit at a desk and use the computer keyboard for most work shifts.

## Schedule

Regularly scheduled for five 6–8-hour shifts, Monday through Friday; however, flexible hybrid (remote/in-office) and off working hours permitted as approved by the Executive Director. Holiday, evening, and weekend hours may be required.

**Compensation:** Variable, depending on qualifications and relevant experience.

## Benefits available to full-time employees:

Vacation and sick leave package, fully paid health insurance, dental plan, retirement plan options with 3% discretionary employer match, yearly professional development credits.

## How to Apply:

Electronic submissions only: [Amanda@greenwoodwildlife.org](mailto:Amanda@greenwoodwildlife.org)

Subject line: Administrative Specialist – [Your Name]

Please submit a PDF resume and cover letter describing your relevant experience and why you are a good fit for this position. Qualified applicants will be contacted directly to schedule an interview.

**Start date:** ASAP

**Application deadline:** Open until filled.

*Greenwood Wildlife Rehabilitation Center does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.*