

Administrative Assistant — Tucson Wildlife Center Southern Arizona

Summary/Objective

This position is responsible for performing a variety of administrative, bookkeeping, and clerical tasks in a busy wildlife rescue hospital office environment. Duties include providing support to administrators and employees, assisting in bookkeeping, data entry, daily office tasks, communicating with the public, assisting with animal intakes and assisting with general administrative activities.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Daily use of computer, bookkeeping software, donor database software, data entry, spreadsheet formulation/manipulation, word processing and 10-key calculator.
2. Tracks, reviews, verifies, and reconciles data to ensure accuracy.
3. Processes cash, check and credit card transactions and reconciles to ensure accuracy.
4. Interacts with departmental and other staff on matters affecting data flow and makes recommendations for improvement or enhancement to job processes to ensure standards in data entry, collection and retrieval.
5. Assists in developing office forms and procedures.
6. Composes, types and edits correspondence, reports, memoranda and other material.
7. Maintains office supply inventory, orders office supplies.
8. Electronic and hard copy filing.
9. Operates office machines, including computers, copier/scanner/fax, multi-line phone system.
10. Assists staff members as needed in performing general office tasks.
11. Other duties as assigned.

Competencies

1. MS Office Suite for PC (Word, Excel, Publisher, Outlook, PowerPoint)
2. QuickBooks Desktop
3. Adobe Editor a plus
4. Proficiency in verbal and written communication
5. Detail oriented
6. Ethical Conduct
7. Flexibility
8. Initiative
9. Time Management

Please email a cover letter and resume to admin@tucsonwildlife.com. For more information, email or call Kim at 520-290-9453.