



Job Title: Shelter Administrator

Reports to: Director of Operations

Objective: The shelter administrator is primarily responsible for accounts receivable and payable, bookkeeping, purchasing, IT, and the safety committee.

Position Type and Hours: Full-time, non-exempt; Monday-Friday.

Duties & Responsibilities:

Accounts Receivable/Accounts Payable/Bookkeeping (45% of time)

- Enter invoices and transactions into accounting software
- Generate invoices and process payments
- Reconcile financial statements and credit card purchases
- Print checks for signature and pay invoices
- Work with vendor and/or department manager on billing discrepancies
- Create and maintain accountant's monthly notebooks
- Identify discrepancies between POS software and accounting software
- Take deposits to bank and obtain change for shelter register
- Follow-up on unpaid invoices, adoptions, and problem transactions

Purchasing and Clerical (30% of time)

- Purchase shelter supplies online or at local stores based on usage and current needs
- Maintain proper supply inventory levels
- Develop relationships with product vendors
- Find the most competitive supply prices
- Conduct a weekly shelter cat census with other staff members; update corresponding reports
- Manage incoming and outgoing mail*
- Maintain and file all financial documents; rotate files based on retention schedule
- Drive to local retailers to pick up supplies when necessary*
- Postage meter refill, and updates
- Update employee board monthly
- Petty cash management

- WCAS spay and save reconciliation
- Stocking shelves, receiving, unpacking, and/or distributing incoming packages
- Recycling as needed

Safety Committee (10% of time)

- Lead monthly safety committee meetings
- Develop and maintain documentation for emergency planning, best practices, and training.
- Perform quarterly inspections of the shelter; maintain and/or update corresponding safety documentation according to OSHA, state, and federal guidelines.
- Generate monthly safety newsletter
- Track injuries and oversee workers compensation claim administration
- Comply with OSHA workplace regulations
- Maintain first aid supplies and keep first aid stations stocked including eye wash stations

IT (5% of time)

- Troubleshoot IT issues and coordinate repairs and updates with IT vendor
- Point of contact for our IT company
- Maintain and update IT Inventory spreadsheet
- Purchase computers, monitors, and accessories as needed
- Respond to urgent IT issues

Facilities Management (10% of time)

- Maintain maintenance contracts with vendors
- Schedule and oversee annual facility and equipment inspections
- Work with utility companies as issues arise
- Manage offsite storage
- On-call for alarm company (rotation)

Knowledge, Skills, Abilities:

Knowledge

- Bookkeeping/basic accounting
- Workplace safety regulations
- Computer programs, including QuickBooks (a must), Microsoft Office, Google Suite, Shelter Buddy (preferred but not required)

Skills

- Bookkeeping
- Manage details
- Communicate effectively in person and in writing
- Analyze and solve problems effectively
- Remain organized
- Work independently with little direction or supervision
- Troubleshoot IT issues
- Develop and maintain relationships with outside vendors

Abilities

- Work cooperatively within a team environment
- Maintain confidentiality of sensitive information
- Operate standard office equipment, including computers, copy machines, telephone systems
- Operate a motor vehicle

Key Competencies:

- Attention to detail
- Communication
- Trustworthiness and ethics
- Teamwork
- Compassion for people and animals

Qualifications and Experience:

Necessary

- High school diploma or equivalent
- 1-2 years of relevant professional experience

Preferred

- Associates degree
- 2-3 years of experience as an office manager and/or bookkeeper
- Previous experience working within a volunteer organization or animal shelter

Physical Requirements and Work Environment:

Physical Requirements

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential job functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Move and/or transport items up to 40 pounds (assisted or unassisted)
- Ability to position oneself at various levels to successfully carry out the essential functions of the job
- Ability to work in an animal shelter which will include exposure to distressed animals that may put you at risk for injuries such as animal bites and scratches
- Ability to work in an emotionally and physically taxing environment
- Ability to communicate effectively with other staff, volunteers, clients, and outside vendors
- Ability to effectively navigate the shelter and building; read and keep accurate records/files
- Ability to work on a computer and use various software programs
- Ability to remain in a stationary position for long periods of time
- Ability to operate a motor vehicle

Work Environment

- Animals, animal urine, animal feces, animal vomit, animal blood, animal fur
- Animals which may pose a threat of injury including bites and scratches
- Janitorial supplies which include disinfectants and sanitizing agents
- Rolling carts, hand tools, sharp objects such as scissors or box cutters, and other small tools
- Office equipment such as computers, copiers, fax machines, printers, telephones, and other general office equipment

Pay Range: \$17.45-\$20.45/hour

To Apply:

- Send your resume and cover letter to jobs@catadoptionteam.org
- Resumes without cover letters will not be reviewed

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

*This job requires a valid driver's license and clean driving record