



845 West Ridge Road, Gainesville, GA, 770-532-6617, www.HSNEGA.org

POSITION: **Administrative Assistant**

REPORTS TO: Executive Director

SALARY: \$15 - \$17 per hour

CLASS: Full-time, non-exempt

SCOPE OF POSITION

The Administrative Assistant serves as support for the Leadership Team in achieving organization objectives for the Humane Society of Northeast Georgia (HSNEGA).

Business Operations

- Prepares daily deposits including entering monies into Quickbooks, balancing the daily cash reports, processing online transactions, and reconciliation of the Anedot deposit and other online transactions.
- Assists with general accounts payable/receivable, bookkeeping, and check writing.
- Manages postal/shipping operations including overseeing incoming/outgoing parcels/mail (USPS, FedEx, UPS). Ensures incoming packages are appropriately distributed.
- Maintains inventory of stamps, letterhead, thank you cards, and other mail-related supplies.
- Assists in the Adoption Center as needed including relief for adoption counseling and customer care team.
- Backup runner for clinic as needed.
- Coordinates and processes online prescription requests in conjunction with the Medical Director.
- Generate and upload reports for various outside groups including, but not limited to Purina, Shelter Animals Count, and Million Cat Challenge.
- Assists with overseeing community service (CS) workers including checking them in/out, assigning tasks, and monitoring them throughout the day.
- Enters donor data in CRM (constituent relationship management) system (Little Green Light).
- Prepares and sends weekly letters to donors, adopters and other constituents.
- Manages tracking of inventory for medications available for resale and various supplies.

Administrative Support

- Serves as the assistant to the Chief Executive Officer and Chief Administrative Officer.
- Records and distributes minutes as instructed for meetings.
- Coordinates and distributes employee communication including e-newsletter.
- Serves as leader of the PAWsitive Planning Committee.
- Assists with email and written communication.
- Assists with generating and proofing organizational communications including SOPs, board documents, etc.
- Assists with maintaining financial and other files.
- Responds to online general contact inquiries.

Physical Requirements and Work Environment

- Regularly sits at a computer station and operates electronic equipment.
- May be exposed to animals/animal allergens and zoonotic diseases under conditions with limited alternatives available.
- Must be able to deal with an often fast paced and changing workload which at times can be stressful.
- Must stand, walk, bend and stoop frequently to perform duties.
- May occasionally have to handle animals (dogs and cats).

Knowledge, Skills and Abilities

- Demonstrated proficiency in Microsoft Office, especially Word and Excel.
- Advanced knowledge of Quickbooks and financial reporting.
- Knowledge of CRM platforms and shelter management software (Pet Point) a plus.
- Associate's degree preferred, but professional experience and certifications may be substituted for education.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrated experience in dealing effectively and tactfully with the public, and ability to create a team environment/positive work culture.
- Demonstrated ability to apply good judgment in making decisions in accordance with organizational policies and procedures and to handle emergencies, think critically and act accordingly.
- Sound judgment and ability to exercise complete discretion when dealing with confidential information.

Certificates, Licenses, Registrations

- Must possess a valid and unrestricted driver's license.

Please send resume with references to the Executive Director at amayfield@hsnega.org