
Administrative Assistant

Schedule & Compensation: This is a part-time, non-exempt position of 12 hours per week, consisting of two 6-hour shifts. The starting pay is \$17.00 - \$18.50 per hour depending on experience.

POSITION SUMMARY:

The Administrative Assistant to the Executive Director provides essential administrative and financial support that helps ensure the smooth day-to-day operations of Lake Tahoe Wildlife Care. This position plays an important role in maintaining organized records, supporting payroll and financial administration, and managing internal systems and documentation that support the organization's work in wildlife rehabilitation and education.

WHO WE ARE:

LTWC is a 501(c)(3) tax-exempt organization whose mission is to rescue, rehabilitate, and release orphaned and injured wild birds and mammals. LTWC operates under permits issued by California Fish & Wildlife and the United States Department of the Interior Fish & Wildlife Service. Our 27-acre location includes multiple wildlife enclosures and a new multi-purpose administration and animal care hospital building.

PRIMARY RESPONSIBILITIES:

- Provide general administrative support to the Executive Director, including special projects and other duties as assigned.
- Maintain organized digital records in Google Drive, update organizational templates and forms, and manage internal documentation.
- Assist with employee onboarding, offboarding, and tracking staff documentation such as certifications, training records, and compliance materials.
- Process cash and check donations received by mail.
- Collect and distribute incoming mail as needed.
- Enter electronic fund transfer deposits into Salesforce and QuickBooks Online.
- Transfer balances from PayPal, Venmo, and Square into the organizational bank account and record transactions in QuickBooks Online.
- Process bills and invoices, pay approved vendors, and reconcile credit card statements and other financial records monthly.
- Collect and process employee timesheets and run bi-monthly payroll in QuickBooks Online.
- Track service renewals, subscriptions, and important organizational deadlines.
- Maintain organized digital filing systems for financial, administrative, and HR records, including staff documentation such as certifications, training records, and required compliance materials.
- Assist with implementing and maintaining organizational policies and procedures.
- Support compliance with employee handbook policies, workplace safety standards, and organizational procedures.
- Monitor and prepare required annual filings and documentation.
- Maintain strict confidentiality when handling financial records, donor information, payroll data, personnel files, and other sensitive organizational information.

Required Qualifications:

- High school diploma or equivalent; associate or bachelor's degree in business, nonprofit management, communications, or related field preferred.
- Minimum of 1 year of experience in administrative support, bookkeeping, or office management.
- Proficiency with QuickBooks Online, Salesforce, Google Workspace, or similar systems.
- Strong organizational and time management skills with attention to detail.
- Ability to handle confidential financial, donor, and personnel information with discretion.
- Excellent written and verbal communication skills.
- Ability to work independently and take initiative while supporting the Executive Director.
- Comfort with basic financial processes, including invoicing, payroll, and vendor payments.
- Comfort supporting multiple priorities and adapting in a fast-paced environment.
- Fluent in speaking and writing English.

Physical Demands: The physical demands required to perform the essential functions of this job include the ability to:

- Must be able to sit or stand for extended periods while performing computer and desk work.
- Ability to lift, carry, and move items up to 25 pounds occasionally (e.g., office supplies, mail, or donation materials).
- Ability to use office equipment such as computers, printers, and scanners.
- Must have the visual, auditory, and manual dexterity required to perform standard office tasks.
- May occasionally need to walk, bend, or reach when filing, organizing, or managing office materials.

HOW TO APPLY:

Applications will be reviewed on a rolling basis with priority given to those submitted by September 27th, 2026. **The position will remain open until filled.** Please apply via our [online application form](#). Contact info@ltwc.org with any questions.

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We encourage you to apply, even if you don't believe you meet every one of our qualifications described. **Equal Opportunity Employer:** We are an equal opportunity employer and value diversity in our organization. We do not discriminate on the basis of race, religion, color, national origin, sex, gender, gender expression, sexual orientation, age, marital status, veteran status, or disability status.