

Pet Pride of New York, Inc.	Date Created: June 26, 2025
Job Description – Administrative Assistant	Date Revised:

Job Description

Job Title: Administrative Assistant

Reports to: Board of Directors

POSITION SUMMARY: The person in this position is responsible for assisting the Executive Director (E.D.) and the Board of Directors (B.O.D.) with administrative duties. Responsibilities include managing the governing, bookkeeping, and donor records of the organization.

POSITION DUTIES:

Assist the Treasurer with tracking income and expenses in Quickbooks.

Maintain records of in-kind donations.

Enter donations and adoptions into DonorSnap according to established procedures.

Generate and mail the appropriate acknowledgment letters for different types of donations.

Perform twice yearly cleanups of the DonorSnap database according to established procedures.

Run DonorSnap reports as requested.

Prepare reports of shelter statistics as directed by the E.D.

Make copies of documents for distribution at B.O.D. meetings.

Maintain the main physical copy of the Board Book and prepare copies for new members.

Maintain other documents according to the B.O.D.'s Records Retention Policy.

Provide confidential administrative support for B.O.D. elections.

Perform other related duties as directed by the E.D. and B.O.D.

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QUALIFICATIONS

Proficiency with common computer applications, including email, word processing, databases, and spreadsheets. Experience with Quickbooks is a plus.

Good communication skills.

Ability to exercise independent judgment.

Demonstrated commitment to humane treatment and compassionate care of animals.

HOURS OF WORK

This is a part-time position, 20 hours per week. The shelter operates 365 days a year.

PAY RATE

\$22 per hour

EOE/ADA