

Los Angeles Mission, Inc.
Job Description

Title: Development Gift Accounting Coordinator
Department: Development – Mass Fundraising
Reports To: Director of Development-Annual Fund
FLSA: Regular, Full Time, Non-Exempt
Grade Level: 7
Prepared By: Human Resources Department
Prepared Date: September 2009

SUMMARY:

Demonstrate Christ-like behavior and attitude in all job duties and responsibilities. Responsible for uploading and reconciling data to the Database on a daily basis, producing donor receipts and other clerical duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Uploads data (received from US Bank) on a daily basis
- Reconciles against bank deposit
- Executes day-to-day departmental operations and implements work methods.
 - Data Enters (as needed) donations and records that do not process through US Bank
 - Produces Donor receipt letters
 - Assigns value to GIK donations
 - Produces GIK receipts and thank you letters
 - Enters GIK information into database
 - Processes Online gifts/postings
 - Assists with Donor inquiries on Wealth Engine search tool
 - Ensures necessary codes are created as needed used appropriately
 - Checks for proper name and address on donor records.
 - Set up new Donor records, as needed
 - Performs adjustments and reversals, as needed
 - Combine records as needed
 - Posts gift information to the donor records.
 - Processes EFT donations on a monthly basis
 - Assists with back-end donor relations
 - Processes Credit card donations on a weekly/monthly basis.
 - Helps maintain donor system data by checking for errors and duplicates
 - Assists with production of 2nd Gift Strategy
- Evaluates and recommends changes in methods and procedures in Data Entry Department.
- Acts as liaison with other departments
- Applies organizational policies and assures adherence to departmental procedures.
- Performs other related duties as assigned by management.

SUPERVISOR RESPONSIBILITIES:

- None

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Associate’s degree (A.A.) and one year related experience or equivalent combination of education and experience.

COMPUTER SKILLS:

Working knowledge of DASCO; Database Management. Computer literate with ease in operating Excel or other spreadsheet software, Microsoft Word, Internet, Outlook and other business software programs related to job functions.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence.

MATHEMTICAL SKILLS;

Basic business math and bookkeeping skills required.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand, use hands to finger, handle, or feel, and reach with hands and arms.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in an inner city gospel rescue mission and rehabilitation program for substance abusers. Employee will typically work in a comfortable office environment. Employee may be exposed to some abuse from angry employees or guests. Employee may be regularly exposed to some risk of communicable disease from guests of facility, exposure to TB and other respiratory diseases.

I understand the above job description and agree to comply with, and be subject to, its conditions. I understand that the company reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. In addition to meeting the job duties listed above, I agree to abide by the Company policies contained in the employee handbook. I acknowledge that I can fulfill the above duties with or without reasonable accommodation.

Employee Signature

Date

Approval

Date