



		ISSUED:6/13
TITLE: Accounting Assistant-- Gift Processing	SALARY SCHEDULE: SA	CLASS CODE:SA473
UNION: Staff Association – Local 2071, U.A.W.	SALARY GRADE: 4	EEO CODE: 40
	FLSA: Non-Exempt	EMPLOYEE CLASS: SA

**POSITION PURPOSE**

Perform a variety of complex clerical and bookkeeping work, applying accepted procedures in the preparation, processing and reporting of accounting activities and related financial transactions and records in the Division of Development and Alumni Affairs. Some specialized knowledge of bookkeeping practices, IRS guidelines and departmental policies is utilized in support of work activities.

**ESSENTIAL JOB FUNCTIONS**

- Enter gifts, pledges and payroll deductions into the university’s administrative system (currently Banner Advancement); update donor biographical information as needed; perform other functions associated with gift processing.
  
- Research, authorize and submit matching gift request forms in a timely manner to respective companies in accordance with their policies. Act as liaison with matching gift companies.
  
- Process credit card transactions received from the online giving system; ensure adherence to PCI Compliance policy for the Fund Office.
  
- Deposit gift checks received in the Fund Office into gift revenue bank account using the business deposit capture method. Maintain checks in secure location until established time of disposal.
  
- Assist in the reconciliation of the university bank account for gift deposits and the gift clearing accounts. Request internal transfers as needed; validate and feed gift transactions to Banner Finance; generate tax receipts for charitable gifts to the university according to IRS guidelines.
  
- Assist donors, alumni and staff with gift, pledge and other donor record inquiries.
  
- Generate and mail pledge reminders as scheduled. Prepare other donor related correspondence as needed.
  
- Analyze and verify biographical, gift, and pledge data to ensure accuracy. Process corrections to donor giving records and facilitate problem resolution as needed.
  
- Gather and interpret information to make decisions independently in order to process data, submit financial corrections, or request specific follow-up actions.
  
- Respond to internal and external auditor inquiries as directed.

- Perform related work as assigned.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

### **ADDITIONAL COMMENTS**

This classification is designed to perform complex clerical and bookkeeping duties which necessitate some specialized knowledge of bookkeeping theories and practices and intermediate accounting procedures. Work activities involve thinking within well-defined procedures and precedents. The level of freedom to act or accountability is subject to standardized practices, procedures and supervisory review. This position may be required to assist departmental colleagues as needed during peak workloads and to provide functional supervision to a small number (1-3) clerical or student personnel. This classification is generally located in the Division of Development and Alumni Affairs. This classification reports to and receives work direction from a professional accountant or management level position.

### **MINIMUM QUALIFICATIONS**

- High school graduate. Some business school or college coursework preferred.
- Reasonable experience and familiarity with Microsoft Office suite, including Excel, Word and Outlook.
- Reasonable experience and familiarity with administrative systems software, preferably in higher education.
- Ability to operate standard office equipment, including a ten-key calculator.
- Ability to type and perform data entry with speed and accuracy (40 wpm).
- Ability to follow standardized procedures for consistency and accuracy of data/records.
- Ability to manage several projects simultaneously, work within established deadlines and in pressure situations.
- Strong organizational skills and keen attention to detail.
- Ability to make mathematical computations accurately.
- Ability to communicate effectively and professionally, both orally and in writing.

Move these duties to preferred quals section:

- Excellent customer service skills with high degree of professionalism.
- Ability to handle donor information and maintain confidentiality.
  
- Works well independently and collaboratively.
  
- Ability to perform basic accounting duties.