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|--------------------------|-----------------------------------|
| <b>Job Description</b>   | Gift Processing Clerk - Part Time |
| <b>Date Prepared</b>     | March 26, 2021                    |
| <b>Reports to</b>        | Director of Operations            |
| <b>Immediate Reports</b> | None                              |

### **Job Purpose**

The Gift Processing Clerk provides the Director of Operations support with gift processing and matters pertaining to office administration.

### **Duties and Responsibilities**

- Assist in the day-to-day basic operations of donation entry and issuance of tax receipts and letters
- Field all initial calls from donors or volunteers relating to tax receipting questions
- Balance donation entries and deposit monies into bank account primarily online
- Ensure staff adhere to defined procedures
- Keep up-to-date documentation on procedures
- Implement and enforce security requirements
- Other administrative duties as required

### **Qualifications**

- Post secondary education or experience in a related field required. University degree preferred
- 2-3 years work experience in data entry
- Knowledge of Raiser's Edge is preferred
- Basic proficiency with Excel and Outlook
- Strong organizational skills and ability to consistently meet deadlines
- Strong problem-solving skills
- Ability to work well with minimal supervision
- Professional communication skills
- Interpersonal skills to work in a small office environment
- Attention to detail
- Professional attitude, appearance, and demeanour