

Advancement and Alumni Engagement

Gift Accounting Specialist

Department Summary

The Gift Accounting team in Advancement and Alumni Engagement is responsible for receiving and processing gifts for Emory University and Emory Healthcare. They generate monthly pledge reminders, maintain biographical records and provide operational and statistical reports to the Division and Controller's Office. This position will report to the Associate Director of Gift Accounting.

Job Description

Records gifts received in support of University and Healthcare advancement activities. Uses knowledge of relational database concepts, CRM system requirements, and referential integrity to ensure that gift information is accurate and up to date. Accurately determines donor intent and gift purpose in recording gift checks and other giving instruments in the donor records CRM system by reviewing relevant documentation and CRM data. Prepares gift batches in front end processes using OCR scanning tools and transaction processing technology to capture gift input data and generate balancing and routing document. Processes gifts and records entries in a timely manner. Processes gifts and pledges in accordance with Emory policies, IRS regulations, and FASB and the Council for Advancement and Support of Education guidelines. Reviews and checks data printouts for accuracy and makes appropriate corrections. Pulls gift transaction data for Telefund and online giving activities from third party platforms, and/or credit card processor websites. Uses spreadsheet formulas and functions to prepare data for input and perform reconciliations. Prepares large mailings. Manages customer requests using enterprise wide service request software. Manages office supply/inventory, coordinates the shipping, storage, and reordering of materials as needed, working with team members in the department and outside vendors. Performs related responsibilities as required.

Additional Job Details

In addition to the duties outlined above, the Specialist may be required to:

Work additional hours and some holidays during peak times including but not limited to fiscal year end and calendar year end activity.

Serve as the primary point of contact with the vendor and LITS to troubleshoot and resolve technical issues with scanning process.

Provide administrative support for team projects, document imaging and filing, reconciling and submitting transaction reports.

Minimum Qualifications

A high school diploma and three years of experience in an office setting OR an equivalent combination of experience, education, and/or training.

Preferred Qualifications

Advancement and Alumni Engagement Gift Accounting Specialist

Successful candidates will possess strong organizational, written, and verbal communication skills and possess the ability to manage multiple projects simultaneously.

Strong interpersonal and problem-solving skills with attention to detail, a commitment to excellent customer service, and the ability to work collaboratively.

Experience with various technologies including digital imaging, advanced knowledge and experience with Microsoft Office Suite, mass email applications, database and project management software, and CRM systems. High proficiency in ten-key data entry (number pad).

Prior experience in advancement, fundraising, alumni engagement, non-profit, or a university setting.

Possess a high level of professionalism and commitment to confidentiality with sound judgment and discretion.

Flexibility to accommodate changing priorities and deadlines.

The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the employee so classified.

EO/AA/Disability/Veteran Employer

Signature below indicates that this description has been reviewed and discussed, and that I understand the requirements, essential functions, and duties of this position.

Employee Name: _____ Signature: _____ Date: _____

Manager Name: _____ Signature: _____ Date: _____