
DONOR DATABASE & ACCOUNTING SPECIALIST

Department: Finance & Administration
Reports to: Vice President of Finance & Administration

ORGANIZATIONAL OVERVIEW

United Way of Erie County (United Way) is a local social impact organization focused on breaking the cycle of poverty in our region.

Our Vision is that the Erie region is a collaborative community of opportunity where ALL students succeed and ALL families thrive.

At United Way, we value the differences of ideas, experiences and individuals without regard to race, religion, color, gender, nationality, sexual orientation, physical challenge or age. We believe we are strongest when we are most inclusive.

POSITION SUMMARY

The Donor Database Associate reports to the Vice President of Finance & Administration and fulfills a pivotal support role for the rest of the office. They must work as an integral member of United Way of Erie County's team to ensure achievement of organizational goals.

This individual is responsible for the integrity and accuracy of all donor information in Andar, United Way's campaign database. Data entry/updating, designing data mining operations, and day to day pledge/payment processing are a large part of this position.

This position also provides overall finance and office administrative support including, but not limited to, preparation of reports and correspondence, and month end and audit support.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

ESSENTIAL FUNCTIONS

Donor Database

- Manages and maintains all data in the database for all donors and volunteers of United Way of Erie County.
- Assists in quality control by verifying data integrity.
- Creates and maintains data mining operations, mailing lists and warehouses in Andar, including requests for mailing lists and reports from staff members.
- Performs regular database cleanse per US Postal service regulations. This includes:
 - Export of mailing address for organizations and individuals to excel.
 - Coordination of address cleanse with a local vendor.
 - Import of cleansed addresses back into Andar.
 - Maintain appropriate records for USPS to verify database cleanse.
- Works with Resource Development to assign accounts for annual campaign.

- Process all incoming campaign envelopes and pledges.
 - Verify envelope totals.
 - Data Entry of all pledge form information including designations
 - Compile pledge audit reports and distribute them to staff.
- Process, verify, and data entry of all incoming pledges.

Accounting and Administrative Support

- Prepares monthly contributor billing.
- Generates and reconciles accounts receivable control reports to pledges receivable report on monthly basis for Controller approval.
- Assist in month-end closing process including but not limited to balance sheet reconciliations.
- Assist in the annual audit process.
- Provides back-up phone and door support.
- Perform other duties as directed.

SALARY RANGE

\$45,000-\$50,000

REQUIRED EDUCATION

- Associate or bachelor's degree in accounting or Finance
- Meaningful experience will be considered in lieu of degree(s)

REQUIRED SKILLS

- Excellent attention to detail and quality of work
- Ability to work independently as well as being a committed team player.
- Strong written and oral communication skills
- Excellent organizational skills
- Demonstrable computer skills with advanced familiarity with Microsoft Excel, Word, and database/data entry skills. Currently using Microsoft Office 365.
- Flexible, self-motivated, possesses a pleasant, helpful personality and must enjoy dealing with people.
- Ability to multi-task, perform multi-faceted projects in addition to normal activities.
- Ability to exercise discretion, confidentiality, and independent judgment.
- Prior relevant experience a plus.

PHYSICAL REQUIREMENTS

- Ability to use office equipment.
- Access to reliable transportation.

WORK ENVIRONMENT

- Primarily works in climate-controlled office-based setting.
- After a three-month probation period, position is permitted to work remotely up to one day per week with approval from supervisor.