



Job Title: Donations Processing Data Entry Clerk

Location: UGM Administrative Offices, Spokane

Status: Full-time

The Donations Processing Data Entry Clerk performs data entry functions and accounts for monies from donations and miscellaneous incomes in an accurate, ethical and efficient manner. He/she operates directly with the Donations Processing Supervisor on a day-to-day basis.

Responsibilities:

- Gather monies from all sources, utilizing 6-step sorting process.
- Total all monies daily, passing cash and coin on for second count.
- Ready cash and coin for deposit via couriers.
- Determine the proper handling of donor responses received by mail (notes, letters, etc.).
- Work with the post office and Accounts Payable to manage the Business Reply Mail Account.
- Manage incoming benevolence and petty cash, notifying authorized individuals to pick up and sign out.
- Record all monies, by day, in accordance with the set procedure.
- Proof and post entries by day, print batch reports and balance daily entries via spreadsheet.
- Maintain updated binder of mailings and corresponding codes.
- Correct donor records as needed based on returned mail, Non-Cass and LACS address changes, and requests from donors and ministry partners.
- Perform regular database maintenance, merging duplicate records as needed.
- Pull other donor record-related reports and make necessary corrections.

Required Qualifications:

- High School Diploma.
- Proficient with ten-key number pad – minimum of 130 characters-per-minute.
- Proficient typing skills – minimum of 40 words-per-minute.

Preferred Qualifications:

- Associate degree or higher in business, accounting or related field of study.

Compensation: \$15.34 - \$17.64/hour, depending on experience.

Must be committed to the Christian faith and comply with drug-free, tobacco-free policy. Those qualified to join our team can enjoy a rewarding work environment and excellent benefits. Complete UGM's [application for employment](#) and submit it along with a letter of interest and resume to:

UNION GOSPEL MISSION

HumanResources@uniongospelmission.org

Human Resources, 1224 E Trent Ave., Spokane, WA 99202

Fax: 509-535-0315

uniongospelmission.org/employment