



Job Title: Donations Processing Data Entry Clerk
Location: Administrative Offices, Spokane
Status: Full-time

The Donations Processing Data Entry Clerk works to perform data entry functions and accounts for monies related to donations and miscellaneous incomes in an accurate, ethical and efficient manner. This individual 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

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