



Gift Accounting Specialist

Position Summary:

The gift accounting specialist at Doane University is responsible for receiving, recording, and legally receipting charitable contributions to the University, in accordance with donor intent, Doane University gift acceptance policies, and adhering to the IRS rules and regulations governing contributions. The specialist is also responsible for generating daily, monthly, and annual reporting for the Advancement office, as well as providing ad hoc reports requested by other departments or individuals.

Responsibilities:

Receives, records and legally receipts charitable contributions to the University in accordance with donor intent, Doane University policies, while adhering to the IRS rules and regulations governing contributions.

- Records gifts and pledges and their assignment to the proper accounts within one business day from the time they are received.
Prepares daily reconciliation of checks, cash and charges and runs transmittal reports for Business Office.
- Creates PayPal transfers for online gift receipts and Alumni Event fees, as well as DAC and Athletic fees.
- Prepares tax receipt letters and memorial gift notifications. Updates, revises and edits said letters in accordance with IRS regulations and best practices.
- Ensures cash, checks and other gift documents are securely delivered in a timely manner to the appropriate person in the Business Office.
- Reads and participates in webinars and blogs to maintain current knowledge of best practices and IRS requirements.
- Maintains documentation to support annual financial audits.

Generates, interprets/analyzes reports:

- Daily gift reports for the Advancement office as well as weekly and/or monthly gift reports for CAS (including athletics giving reports as well as and donated scholarship reporting to Financial Aid, Business Office and CPS.) and CPS department offices.
- Provides support for new and renewed Annual Fund initiatives (Local Campaign, Mid-level Donor campaign, Champions Club).
- Provides monthly payroll deduction information related to faculty/staff giving to the Payroll & Benefits Administrator.
- Assists in preparation of Board of Trustee reports.

Communication:

- Create, produce and mail/email gift receipts, pledge reminders, and other stewardship to donors.
- Provides a point of contact for Doane Village residents; provides annual fine arts and athletics passes and quarterly calendar of events; writes welcome letter for new residents.

Processes Phonathon pledges and gifts; produces pledge reminders to facilitate the collection of pledges; analyzes historical data to improve the campaign and resource use.

Researches fundraising trends and shares with Advancement staff; provides documents and examples of best practices. Updates policies and procedures manual for the Gift Accounting Specialist. Implements new and improved methods for performing tasks

Identifies and facilitates campaign codes and designations required for gift entry. Facilitates the set-up of new funds as required by donors and fundraising goals.

Administers the New Donor and Anniversary stewardship programs.

Provides support for new initiatives in the Advancement office. Assist with data entry and cleanup as assigned.

Safeguards the confidentiality of departmental or office administration by exercising discretion in communicating information to faculty, students and staff and handling all departmental requests.

Education:

Associate's degree or equivalent experience required.

Qualifications/Skills/Abilities:

- Independent problem solving and judgment skills.
- Ability to analyze data and interpret policies and regulations
- Attention to detail and organizational skills.
- Efficiency in the use of Microsoft Office products: Excel, Word, and Access.
- Ability to communicate clearly and effectively.