Donations Specialist

A. Position Overview and Accountability

The Donations Specialist is responsible for accounting for the weekly contributions as Financial Secretary. The Donations Specialist is accountable to the Church Administrator for the provisions of this job description.

B. Essential Functions

1. Oversee the counting team on Monday mornings including completion of the counter's sheet and deposit slip.
2. Oversee that weekly received contributions are balanced against the counter's sheet and that necessary corrections, if necessary, are made.
3. Record the weekly received contributions in a timely manner to individual member records.
4. Post weekly contribution totals to the financial records.
5. Keep track of contributions to special funds, i.e. capital campaigns, endowment, memorials, etc.
6. Batch and enter online contributions received to individual giving records as of the settlement date noted on the input form. Post the total amount to the financial records.
7. Complete month end transactions completed no later than the 3rd calendar day after the end of the month.
8. Work in collaboration with the Full-charge Bookkeeper to aid the bank reconciliation process on a monthly basis.
9. Print and mail or email the individual contribution statements in a timely manner.
10. Work with the Stewardship Team to assist with their clerical needs for pledge drives, capital campaigns, etc.

C. Supervisory Responsibility

This position has no supervisory responsibilities.

D. Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and paper cutters.

E. Physical Demands

Constantly operates a computer and other office productivity machinery, such as a computer, copy machine, and computer printer. The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc. Frequently communicates with others and must be able to exchange accurate information.

F. Position Type/Expected Hours of Work

This position is part-time consisting of 25 hours per week.

G. Travel

This position may require employee to use personal vehicle in the course of normal work. This will include traveling to more than one church campus to facilitate special event needs. Employee may be required to travel for continuing education or other training or meetings. Mileage and expense reimbursement will be provided per church policy.

H. Requirements

1. High School diploma or GED.
2. Excellent verbal and written communication skills
3. Excellent interpersonal and customer service skills.
4. Excellent organizational skills and attention to detail.
5. Excellent computer skills, including Microsoft Word, Excel, Outlook, and PowerPoint.
6. Working knowledge of basic accounting principles.
7. Valid driver's license with proof of insurance.

I. AAP/EEO Statement

Hope Lutheran Church does not discriminate in employment opportunities or practices on the basis of race, color, sex, national origin, age, disability, sexual orientation, gender identity, or any characteristic protected by law. As an expression of the church, Hope Lutheran Church may consider religious factors, including clergy or lay status, in making personnel decisions.

Name:_____ Initials:_____ Date:_____

Name:_____ Initials:_____ Date:_____