

Wright State University
CLASSIFIED JOB SPECIFICATION
Gift Processing Specialist

I. JOB INFORMATION

Job Title: Gift Processing Specialist (CS 03)

Job Class: 31133 **FLSA Status:** Non-Exempt

II. JOB SUMMARY

Under general supervision maintains donor records and gift reports, ensures gift acceptance and acknowledgment activities are conducted in accordance with federal and state regulations and university policies and procedures, and provides financial information to university departments.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Prepares financial documents such as deposits, lock box, telemarketing, and on-line gifts, pledges and payments for the gift entry process. Obtains bank authorization to post credit card gifts and payments made by account owner(s).
- Obtains incomplete information from appropriate staff members to avoid entering gifts into a temporary holding account. Ensures credit is given to the appropriate donor(s).
- Updates database by entering any new accounts or by closing accounts. Ensures donor biographical information is correct and updated. Marks deceased records, marital status changes and updates requests for "no solicitation."
- Posts entries, compares batch total with control total and reviews batch for completeness. Generates tax receipts and daily reports. Performs FAS transfer when all totals balance.
- Responds independently to requests for standardized information. Interprets established departmental policies and procedures for use by self and others.
- Trains and directs the work of others, monitors specific activities (i.e., receiving distributions, campaigns, and maintains office equipment and supplies).

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

Two years of post- secondary education and six months of (FT) related work experience OR, a high school diploma or GED and two years of (FT) related experience. Strong interpersonal, communication and organizational skills. Ability to calculate whole numbers, decimals, fractions and percentages. Project and financial management skills. Excellent public relations skills.

Knowledge of and skills to utilize basic office equipment such as calculators, PC's and a variety of software packages.

V. WORKING CONDITIONS

Typical office environment.

VI. WSU TESTING/EXAMINATIONS REQUIRED

None

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

None

VIII. JOB SERIES

31110

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.