

PLEDGE PROCESSING DATA ENTRY CLERK

Job Description

We currently have an opening for a full-time, temporary Pledge Processing Data Entry Clerk to provide support for the Catholic Diocese Annual Bishops Appeal campaign

Location: Winter Park, FL 32792

Duration: Position will begin the first week in February and run through mid-April, 2018 (*approximately*). Hours could be flexible, but must be able to commit to entire length of assignment

Rate of Pay: \$10-\$13/hour depending on experience

---- Training will be provided ----

Duties and Responsibilities

- Follow data entry guidelines supplied to ensure that all pledges and gifts for the Catholic Appeal are processed accurately and on a timely basis
- Ensure that all batches and other information relevant to pledges and gifts are scanned into the campaign management system in a timely manner and that the information is complete.
- Search for donor accounts in the campaign management system and if none exist then create a new account for the donor
- Enter donor detail information from pledge card into the campaign management system.
- Assist with cash counting/bank deposits
- Run various reports for reviewing the data integrity of pledges and gifts and ensure that necessary corrections to the data are completed where discrepancies are found.
- Attendance and punctuality are critical
- Organize and archive files in a consistent and easy to retrieve structure
- Other duties as assigned

Required Education and Experience

- Completion of a high school program or general education degree (GED) and minimum of one year related experience and/or training; or equivalent combination of education & experience
- Ability to maintain confidentiality of information
- Excellent written and oral communication skills
- Excellent organization, detail-oriented, analytical and problem-solving skills.
- Computer proficiency with emphasis on Microsoft Office
- Comfortable working in a fast-paced environment, with ability to learn and use new software and systems as required
- Previous accounting or cash counting experience desirable; Non-profit experience a plus
- Must pass a background check and drug test

Consequence of Error

- Errors in accuracy, judgement, tact or communication could result in a significant loss of credibility and jeopardize potential income for the Diocese, DirectOne, Inc. and its initiatives
- Lack of judgement and discretion when dealing with donors can result in an alienation of donors, loss of financial support to the Diocese, DirectOne, Inc and create a poor public image
- Failure to establish proper work schedules will result in an inability to meet deadlines and delays the work flow to other sections. Poor employee morale could also result