



Fighting hunger and poverty in northeast North Carolina

Serving Beaufort, Bertie, Camden, Chowan, Currituck, Dare, Gates, Hertford, Hyde, Martin, Northampton, Pasquotank, Perquimans, Tyrrell and Washington Counties.

POSITION DESCRIPTION

Position Title	Finance Data Entry Clerk
Position type	Full-time (40 hours)
Schedule	Weekday shifts / Mon – Fri / 8:00am to 4:00pm (occasional evening or weekend hours may be required)
Pay scale	\$17.00/hour* (+benefits**)
Reports to	Director of Finance
Supervisory	No supervisory requirements for this position
Responsibilities	
Education and Experience	<ul style="list-style-type: none"> • High school diploma/GED <i>and</i> 2 – 3 years of related and relevant experience • 1-2 years of experience in gift entry or related administrative work. • Experience with Raiser's Edge or similar donor management software.
Required Skills and Abilities	<ul style="list-style-type: none"> • Demonstrate conscientiousness, professionalism, and integrity with the ability to maintain strict confidentiality • Ability to work independently and as a team member • Proficient in the use of Microsoft applications including Excel, Word, and Outlook, and able to work in a Microsoft 365 environment • Significant experience/familiarity working with database programs • Must demonstrate 92-95% accuracy in data entry testing • Willing to pursue appropriate professional development opportunities • Excellent written and verbal communication skills and ability to speak in public effectively • Must have and maintain a valid, state-issued Driver's License • Must adhere to Food Bank of the Albemarle's Drug and Alcohol Policy • Must authorize a North Carolina Criminal Record Check and Motor Vehicle Report
General Description	<p>The Data Entry and Administrative Clerk will be responsible for accurate entry of donor information, donor acknowledgement, and verification of financial and personal information across documentation platforms. Responsibilities include but are not limited to:</p> <p>Data Entry tasks:</p> <ul style="list-style-type: none"> • Assist Development and Finance Departments with data entry and correspondence to financial donors • Responsible for entering all donations received by the organization into the Raiser's Edge database. This includes ensuring that all gift information is accurate and complete, assigning gift codes, and acknowledging donors for their contributions.

**General
Description
(cont'd)****Daily Tasks (Cont'd)**

- Assist with audit documentation preparation and compilation
- Process donation receipts and agency payments. Entry deposits in multiple databases – Raiser's Edge and CERES.
- Work closely with the management and members of the development team to manage the Raiser's Edge and ensure that all donor information is accurate, complete, and up to date.
- Will conduct regular quality control checks on data entered into the databases, ensuring that data is accurate, complete, and up to date.
- Will generate reports and queries on gift entry and other metrics for management as needed.
- Will respond to donor inquiries and ensure that all donor requests are handled in a timely and professional manner.
- Will be responsible for the timely and accurate processing of all donor acknowledgments. Mail merge, personalize, and mail Thank You letters to donors. This may include preparing personalized letters, emails, or other forms of acknowledgement, ensuring that they are accurate and relevant, per management direction.
- Will respond to donor inquiries and concerns regarding acknowledgments. You will work closely with management and members of the development team to ensure that donors receive appropriate responses in a timely manner.
- Will ensure that all gift information is accurately recorded in the database to facilitate timely and accurate acknowledgments. This includes working closely with management and members of the development team to ensure that all gifts are coded correctly.
- Will maintain accurate records of donor acknowledgments and related correspondence in the donor database, ensuring that all relevant information is up-to-date and accessible to the development team.
- Work when needed with bookkeeper, auditor, Blackbaud / Raiser's Edge representatives
- Assists with updating gift processing procedures based on best practices for data entry and donor acknowledgement.
- Provides basic Raiser's Edge training for staff and volunteers.
Performs a wide variety of clerical duties, including copy, scan or otherwise handle documents.
- Other departmental tasks as needed.

Efforts will comply with Feeding America guidelines, and in cooperation with the Food Bank of the Albemarle's policies and the agencies the Food Bank serves.

Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer in an office environment
- Operation of office equipment requiring repetitive hand movements and fine coordination including use of keyboard.
- Visual acuity performing activities including but not limited to preparing and analyzing data and figures, transcribing, viewing a computer terminal, and extensive reading.
- Must be able to lift up to 20 pounds at times
- Must occasionally stoop, bend, kneel, crouch, reach, and twist

Travel

- Minimal travel may be required within the service area

*After completion of the FBA probation/orientation period and receipt of a satisfactory 90-day performance evaluation, employee will be eligible for a wage increase of up to \$0.50/hour (merit dependent).

**Benefits will accrue in accordance with the Food Bank of the Albemarle Personnel Policies

The Food Bank of the Albemarle's relationship with the community, from food donors to volunteers, is one of high visibility and all staff must exercise diplomacy and maintain a friendly and professional demeanor when interacting with various clients, suppliers, and volunteers.

This description is not intended to be an exhaustive list of all responsibilities, duties or skills required of personnel.

Rather, they are general in nature and to be clarified upon request. The Food Bank reserves the right to update this Job Description at any time.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

The Food Bank of the Albemarle is an Equal Opportunity Employer.