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| **Job Title:** | Gift Processor |
| **Reports To:** | Chief Financial Officer |
| **Shift:** | 8:00am-5:00pm One-hour unpaid lunchbreak |
| **Status:** | Full Time 40 hours per week B-3 Classification |

**General Description:**

The Kalamazoo Gospel Ministries is a privately funded 501(c)3 non-profit, evangelical Christian ministry. Our designated purpose is religious, and we are a Christ-centered ministry which is dedicated to sharing the Gospel and helping the homeless and impoverished. We consider every position to be essential in the fulfillment of our ministry and statement of purpose. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord.

**Essential Functions:**

* As a member of staff, uphold, promote, and encourage, in word and deed, desired organizational culture and values; purposefully seek to establish and maintain a culture that is based on grace and affirms and advances KGM’s vision and purpose.
* Maintain and follow gift processing guidelines, policies, and procedures
* Retrieve mail from lock box in main administration office while following policies and procedures for dual control
* Oversee volunteers opening donor related mail, coding and matching checks with remittance slips
* Scan checks and remittance slips and verify data posted into donor database
* Scan checks to bank via Remote Deposit Capture
* Complete credit card processing - monitor recurring credit card donors and update file as needed; process credit card transactions received in mail
* Routinely reconcile miscellaneous cash received from other departments and incoming mail. Prepare manual deposit slips and deposit bags for those items
* Prepare and mail donor receipts utilizing mail merge, scanline generator, and folding/stuffing/sealing machine
* Support donor relations and prepare donor correspondence
* Maintain all donor records including updates to donor specific items (names, address, email, phone #’s etc.)
* Produce end of month and end of year donor reports for board of directors, finance committee, and CFO
* Produce memorial donation notification letters
* Produce various reports (donor, donation, pledges, etc.) as requested
* Work with other charitable organizations and companies to secure payroll deducted donations and matching gifts
* Work with direct mail vendor for file pulls and reporting
* Assist in preparation of mailing file for KGM newsletter
* Prepare check request as needed to replenish post office account for bulk mailing
* Stay updated on forms and fees required by the US Postal Service
* Assist finance team with weekly data entry of vendor/accounts payable information
* Assist finance team with data entry of thrift store daily deposit information
* Assist finance team by processing transitional housing rental and utility billings/receipts and maintaining a record of those transactions
* Assist finance team by reconciling monthly credit card billings with corresponding receipts
* Assist finance team with annual audit information requests and fieldwork
* Monitor office supplies and order as needed

**Knowledge, Skills, and Abilities Required:**

* Highly ethical with the ability to make smart, timely decisions
* Technically proficient in Microsoft Excel and Word
* Ability to learn and become skilled with other software packages
* Ability to produce highly accurate, detailed work product
* Ability to communicate extremely well both orally and in writing
* Ability to construct written correspondence which is both clear and concise
* Ability to maintain a high level of confidentiality
* Exhibit excellent organizational skills

**Personal Attributes and Values:**

* Have a personal relationship with the Lord Jesus Christ and a desire to serve Him
* Be a consistent witness for Jesus Christ
* Exhibit spiritual maturity as defined by evangelical biblical standards and in accordance with the employee handbook
* Have a heart of compassion and caring toward the homeless and hurting and a passion about ministering life transformation in an urban setting
* Demonstrates a courteous and Christ-like manner with internal and external partners
* Highly ethical with the ability to make smart, rapid decisions; demonstrates excellent integrity
* Flexible, cooperative spirit
* Possess and promote a drug, nicotine free lifestyle

## Working Conditions/Physical Factors:

 *Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%*

* Work will predominately require individual to work in a typical office environment.

**Equipment/Tools Used:**

* Computer
* Check scanner
* Document folding/inserting machine
* Printer, copier, and document scanner
* Phone
* Fax

**Education/Experience and/or Certification:**

* Must have high school diploma, some college experience helpful