

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#)

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title: DONOR ACCOUNTS SPECIALIST**

**Reports To:** Designated Supervisor – Foundation

**UW Job Code:** 4022

**UW Job Family:** 32

**SOC Code:** 43-3099

**FLSA:** Non-exempt

**Pay Grade:** 18

**Date:** 7-15-18

**JOB PURPOSE:**

Complete all processes for receipting and documentation of all donor gifts to the UW Foundation, in excess of \$50M average on an annual basis, maintaining data integrity of database.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Under general supervision, research, analyze, and classify gifts and pledges for entry into the Foundation database system to ensure accurate allocation, processing, and stewardship reporting of gifts.
- Using impeccable attention to detail, create, process, and maintain gift records according to Foundation accounting data management policies and procedures.
- Organize and sort gifts into appropriate batches for processing. Verify, research, and enter payments against pledges. Audit entry and allocations of gifts.
- Practice an in-depth understanding of gift database records to determine the best approach to enter, maintain, and correct gifts and pledges.
- Use varied, complex software and hardware tools with a high level of competence: ability to develop expertise in Advance, AlumniFinder, iModules, proficiency in the essentials of Excel, OnBase document imaging software, MS Office, Windows, Kofax, and other software; Bluefin encryption devices, copiers, printers, scanners, personal desktops, and other hardware.
- Utilize highly-developed communication skills, both written and verbal, to work with Foundation Financial Services and Development teams departments to identify the appropriate accounting designations for gifts.
- Interpret written documents, including pledge and planned gift commitments, to determine appropriate classification and allocation of gifts and pledges.

- Maintain strict confidentiality of constituent financial information and PII (personally identifiable information). Apply a working knowledge of regulations and standards regarding confidential data, including FERPA and PCI compliance.
- Proof batches and gift-related updates prepared by other Gift Processing team members to ensure accuracy. Proof and process automated gifts from multiple UW constituents such as Wyoming Public Media, Cowboy Joe Club, Cowboy Call and UW Alumni Association.
- Assure that appropriate documentation is created and obtained to support corrections and modifications to gifts and biographical data.
- Perform basic, routine, and advanced mathematical calculations in regards to gift processing.
- Process credit card transactions adhering to PCI compliance.

### **SUPPLEMENTAL FUNCTIONS:**

- Assist with revision of forms and office procedures.
- Perform miscellaneous job-related duties as assigned.
- Attend and participate in training and other professional development activity.
- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.

### **COMPETENCIES:**

- Ability to learn
- Attention to detail
- Collaboration
- Initiative
- Quality Orientation
- Work Prioritization & Management

### **MINIMUM QUALIFICATIONS:**

Education: **Associate's degree**

Experience: **2 years progressively responsible work-related experience**

Required licensure, certification, registration or other requirements: **Valid driver's license**

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Records maintenance and management
- University policies and procedures
- Project management principles, practices, techniques and tools
- Organize, prioritize, and plan daily operations
- Computer programs and software in use in the department or area
- Applicable federal, state, and local rules and regulations
- Customer service standards and procedures
- Cash handling policies and procedures
- University accounting procedures and/or budget process

- Data collection, report preparation, and statistical analysis

Skills and Abilities to:

- Organizational and planning skills
- Develop and maintain accurate databases
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Proof-read documents
- Communicate effectively, both orally and in writing
- Supervise and train others
- Maintain complete and accurate records
- Work as a team member and foster a cooperative work environment
- Develop reports
- Utilize manual dexterity

**WORKING CONDITIONS:**

No major sources of discomfort; standard office environment. Regular exposure to video terminal displays.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations. ERI: 1679. EDOT: 203582530. MSEC: nonprofit/foundation - 75047