

9.7.21

Finance Data Entry Clerk (Entry Level)

About God's Love We Deliver

For people living with severe illness in the New York City metropolitan area, God's Love We Deliver provides nutrition therapy, and cooks and home delivers medically tailored meals. We are a non-sectarian organization. All of our services are provided free to clients and full of love.

About the Role

- **Salary: \$22.00/hr plus eligibility for an annual performance-based increase**
- **Insurance: Excellent Health, Dental and Vision insurance at low cost to employees**
- **Retirement Savings Plan: 403B with up to a 2% match each pay period**
- **Benefits: FSA, HSA and Commuter Transit**
- **Paid Time Off including**
 - **15 Days of annual Paid Vacation Time Off, increasing with length of service**
 - **12 days of annual Paid Sick Time**
 - **10 paid holidays**
- **A rewarding work environment**
- **A collaborative work environment: Everyone works together to contribute their talents and their ideas**
- **A fun work environment: Periodic staff breakfasts and lunches, a monthly Happy Hour, a fun Holiday Party to celebrate you and all of our essential workers**

The primary responsibility of the Finance Data Entry Clerk is to support and assist the Contributions Manager, especially, but not exclusively, with various aspects of donation processing. In addition, there will be responsibility providing support to various aspects of the earned income meal program as well as providing overall administrative support to the Department.

Essential Duties and Responsibilities

- Open and route incoming mail
- Sort gifts and create gift batches for data entry
- Perform data entry in Raiser's Edge donor database
- Assist with supervising gift processing volunteers
- Scan gift information for gift processing
- Maintain third party platform access for tracking/downloading employee giving information
- Process credit card transactions
- Deposit checks via remote deposit
- Maintain paper and electronic donation files
- Fill out and return matching gift applications and confirm gifts for matching through online portals
- Acts as backup for preparing gift acknowledgment letters
- Performs daily donation import process
- Answers telephone and gives information to callers or routes call to appropriate staff member
- Such other tasks and responsibilities related to the work of the Finance Department as may be requested by the Controller
- Assists the Contribution Manager in maintaining the Cash Receipts spreadsheet needed by the Controller to reconcile bank

accounts

- For the Health Care Partners Meal Program, assist with recording cash receipts in the EZClaim system

About You:

You are meticulous and careful with details. You can organize your work to get it done effectively and are reliable and conscientious about delivering on your commitments and responsibilities.

You are inspired by the mission of God's Love We Deliver and ready to work hard to support it. You are a great collaborator, ready to coordinate closely with colleagues and cooperate with others to achieve the overall goals of the department and the organization.

In addition, the right candidate meets the following requirements:

- Bachelor's degree preferred
- Bookkeeping or Accounting background strongly preferred
- Experience with Raiser's Edge preferred
- Experience working in at fast-paced nonprofit organization
- Demonstrated ability to understand and carry out detailed financial tasks with accuracy and speed
- Demonstrates superior attention to detail
- Operates effectively as part of a team and independently
- Demonstrates superior time management skills with the ability to work effectively under, and consistently meet, deadlines, and adapt priorities in a fast-paced environment
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)

Interested in Applying for this Role?