



## Job Description

**Job Title:** Donor Accounting Specialist  
**Department:** Administration  
**Reports To:** Director of Finance/Office & HR Administrator  
**FLSA Status:** Non-Exempt  
**Date Revised:** 08-2022

### General description of Work:

The Donor Accounting Specialist works with the Development and Finance staff to manage all aspects of revenue accounting, processing, and reporting for the Mission. This position requires exceptional customer service skills when dealing with donors to process payments, answer questions, or resolve any issues. Daily tasks include input of financial donations, printing corresponding receipts to individual donors and processing all credit card and EFT donations. The position will also assist the Office Administrator to provide support to the Mission administrative staff.

### Essential Functions:

- Manage all aspects of contribution and other revenue accounting and reporting requirements for the Mission.
- Provide exceptional customer service to donors and community members.
- Maintain donor accounts database in Donor Perfect Online system.
- Process and reconcile credit card and EFT payments.
- Correspond with donors and community members by phone, email, letters, etc., on behalf of the Mission.
- Work with marketing firm to ensure coding of donations to specific giving campaigns.
- Prepare monthly donor and other revenue analysis reports.
- Prepare monthly general ledger journal entry and reconciliation.
- Responsible for printing all corresponding thank you receipts for individual donors.
- Assists Office Administrator with various general office duties.
- Answers incoming calls.
- Performs other duties as assigned.

### Knowledge, Skills, and Abilities Required:

- Strong ability to work accurately with detail and numbers.
- Previous accounting experience required.
- Non-Profit accounting experience preferred.
- Familiarity with Donor Perfect Online contribution software a strong plus.
- Must be detailed, deadline oriented and comfortable managing a high volume of financial data.
- Must be self-motivated, a self-starter, and team oriented.
- Proficient with MS Office (including Word, Excel, and Outlook).

**Personal Attributes and Values:**

- Have a personal relationship with the Lord Jesus Christ and a deep desire to serve Him.
- Be a consistent witness for Jesus Christ.
- Exhibits spiritual maturity as defined by evangelical biblical standards.
- Have a heart of compassion and caring toward the homeless and hurting, and is passionate about ministering life transformation in a multi-ethnic urban ministry setting.
- Demonstrates a courteous and Christ-like manner with internal and external partners.
- Possesses and demonstrates excellent integrity.

In any position with the Long Beach Rescue Mission, it is impossible to predict the many requests and assignments that can and will be made on an employee; such is the case with this position. Flexibility and a cooperative spirit are crucial characteristics of the person who holds this important position and for the successful operation of the Long Beach Rescue Mission services.

**Education and/or Certification:** High School diploma. Related transferable education and increasing experience and responsibility and/or Bachelor’s degree preferred.

**Supervisory Responsibilities and Relationships:** Works closely with the Director of Finance and Director of Development on a day-to-day basis. Reports to the Director of Finance.

**Requirement:** Long Beach Rescue Mission is a 501(c)(3) nonprofit, evangelical Christian Ministry; as such employees must share the Mission’s Statement of Faith and Lifestyle and adhere to the Mission’s employee policy manual and guidelines set forth by the Executive Director.

My signature below acknowledges that I have read and understand the job description listed above:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_