

## Job Posting: Director of Contributions and Tuition Records

Date: **March 22, 2018**

Position: **Director of Contributions and Tuitions Records  
Full-Time, Salary (Exempt)**

Reports to: **Chief Financial Officer**

Apply Directly to: Gwen Reinauer - Director of Human Resources

**REQUIRED:** Cover Letter, Resume and completed St. Andrew's Employment Application.  
Apply directly at: <http://www.sapres.org/about/job-openings/>

**CLOSING DATE:** **Open Until Filled**

### **SUMMARY**

Responsible for processing, recording and reporting transactions related to Contributions and Tuitions and other designated responsibilities.

### **ROLE & MAJOR RESPONSIBILITIES**

- Accurately record contributions, including payroll deductions, in the donor accounts and apply those contributions to the Operating Fund, Capital Campaign, special funds, and other donor-designated funds in the CCB database accurately. Accurately record pledges.
- Provide "customer service" to congregation members regarding their giving and giving records.
- Responsible for processing stock donations.
- Assist in maintaining all membership and household records in CCB database.
- Prepare and distribute 11-month and year-end giving/contribution statements annually.
- Responsible for collection of tuition-based program fees and tuition and maintaining financial records.
- Provide customer service and assist parents and Directors of tuition programs.
- Responsible for armored courier weekly deposits.
- Transfer funds within bank accounts as requested by CFO.
- Assist with annual audit.

### **QUALIFICATIONS**

Is an active member of a Christian Church.  
Strong administrative and organizational skills with attention to detail.  
Ability to work independently without supervision – self starter, good at prioritizing projects.  
Detail-oriented and accurate data entry.  
Ability to maintain confidentiality at all times.  
Adept at working as part of a team.  
Proficient in Microsoft Office programs (Word, Excel and Outlook) and proficient on a 10-key calculator.  
QuickBooks experience a plus.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree preferred. At least three years of experience in a similar position with church or preschool or equivalent combination of education and business office experience.

### **LANGUAGE SKILLS**

Ability to communicate clearly in English. Ability to read cursive writing.