

The University of Akron
Classification Specification

Job Title:	Coord Gift Processing	Job Code:	44371
Job Function:	Staff	Grade:	117
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	2000 Finance / Accounting Division	Date:	9/28/08

Job Summary:

Responsible for all booking and depositing of all gifts and donations made to UA and the Foundation.

Essential Functions:

60% Record gifts/donations to UA or the UA Foundation into PeopleSoft. Reconcile checks/entries against system. Prepares and deposits checks with Controller's Office. Provide the Controller's Office and the Treasurer of the Foundation with the deposit slips and/or back-up. Prepare and distribute reports related to gift processing.

15% Reviewing and recording all pledges

15% Record new account numbers in PeopleSoft and enter scholarship information into system.

10% Process corrections and adjustments to gifts/donations within PeopleSoft and notify appropriate staff and/donor of change.

Education:

Requires high school diploma or GED.

Licenses/Certifications/Requirements:

None

Experience:

Requires a minimum of 2 years experience working with general accounting procedures and data entry. Strong and communication skills and attention to detail required. Strong computer and problem solving skills required. Ability to move in a fast paced environment required. Supervisory skills preferred.

Leadership:

No authority or responsibility for the supervision of others.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.