



Roman Catholic Foundation
of
EASTERN MISSOURI

Job Title: Database Assistant

Position Reports to: Database & Operations Manager

FLSA (Exempt/Non-Exempt): Non-Exempt

Position summary

Database Assistant is responsible for assisting the Database & Operations Manager with administration of the donor database, gift processing, and internal operations of the capital campaign.

Duties and Responsibilities

- Complete and balance the Daily Posting Report and balance the Account Receivable and Revenue Reports.
- Run Recap Report daily.
- Input the pledges and payments from the bank daily, and remove duplicates from the system.
- Enter manual pledges and payments.
- Process monthly credit card and ACH payments.
- Record deposits to the Finance Office for any checks received for pledges and payments.
- Enter address changes, additions or deletions submitted by donors, parishes and/or the post office.
- Administer matching grant process.
- Assist pastors, donors, parish staff, and volunteers when they contact the Foundation concerning pledges or payments.
- Enter all changes made to the parish lists when they are sent back in to the office, either electronically or manually.
- Complete the duplicate reports after the “Adds and Deletes” process is completed.
- Ensure parish requests regarding pledge cards are entered in the system.
- Assist with generating pledge cards.
- Assist Database & Operations Manager with various spreadsheets, mailings, and other tasks.
- Assist with purging old documents when no longer needed.
- Perform other duties as assigned.

Knowledge, Skills and Experience Requirements

- High school diploma required, Associate degree desired.
- Experience with data entry required; experience with data reporting desired.
- Experience interacting with the public required.
- Experience managing campaign funds and deposits desired.

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- Proficient knowledge of Microsoft Word and Excel. Knowledge and experience with Raiser's Edge highly desired.
- Ability to communicate, interact, and provide support to donors, priests, parish staff, team members, and consultants.
- Ability to balance accounts.
- Ability to lift up to 30 lbs.
- Effective team player who demonstrates reliability, cooperates and pitches in to help, exhibits flexibility, and executes good judgment.
- Ability to manage multiple tasks and heavy workload.