

## Diocese of Sacramento JOB DESCRIPTION

<b>DEPARTMENT:</b>	<b>The Catholic Foundation</b>
<b>POSITION:</b>	<b>Data Entry Specialist</b>
<b>CATEGORY:</b>	<b>Non-Exempt, Full Time</b>
<b>STATUS:</b>	<b>Temporary Term from February to June</b>
<b>SCHEDULE:</b>	<b>Monday to Friday from 8:30am - 4:30pm; 35 hours per week</b>

**SUPERVISOR:** Associate Director of Operations, The Catholic Foundation of the Diocese of Sacramento, Inc.

**JOB SUMMARY:** Working under the direction and guidance of the Database Administrator, the Data Entry Specialist will perform data entry for contributions received using the Raiser's Edge software.

### **I. PRIMARY RESPONSIBILITIES**

- a. Gift Processing
  - 1. Encode mail
  - 2. Create batch deposits
  - 3. Log daily deposits for record keeping
  - 4. Proof batches processed by other staff members

### **II. SKILLS REQUIRED**

- 1. Strong attention to detail with an emphasis on accuracy
- 2. Previous data entry experience, experience with Raiser's Edge (desirable)
- 3. Strong ten-key (by touch)
- 4. Type 50-60 WPM

### **III. ATTRIBUTES**

- 1. Dependable and reliable
- 2. Maintains strict confidentiality at all times
- 3. Comfortable working in a fast-pace environment

### **III. PHYSICAL REQUIREMENTS**

- 1. Able to sit for extended periods of time
- 2. Able to perform repetitive data entry