

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT:	The Catholic Foundation
POSITION:	Data Entry Specialist
CATEGORY:	Temporary – Part Time

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

JOB SUMMARY: Working under the direction and guidance of the Associate Director of Operations, 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

IV. POSITION DURATION AND HOURS

- 1. Temporary employment from mid-February to mid-May
- 2. Monday through Friday, 8:30 a.m. to 4:30 p.m. (20-35 hour work week)

SIGNATURE OF EMPLOYEE

DATE

SIGNATURE OF SUPERVISOR

DATE