

3963 Maple Ave, #390  
Dallas, TX 75219

214.741.9898  
info@thedallasfoundation.org

**Job Title:** Staff Accountant - Gift Processing and Donor Services

**Department:** Finance

**Reports to:** Senior Director of Finance

**Category:** Non-exempt; Full-time

**Summary:** As a key member of the Finance team, the Staff Accountant is primarily responsible for managing all aspects of gift processing, tax receipting and acknowledgements as well as supporting constituent records management in partnership with the Philanthropic Partnerships department. As a primary user of Raiser's Edge CRM, this position plays a critical role in the system's data integrity, including donor gift substantiation. This role works closely with Philanthropic Partnerships personnel to ensure timely gift processing, accurate gift receipting, appropriate crediting of gifts to funds, and donor support regarding gifts and fund openings.

Duties and Responsibilities:

Responsible for managing all aspects of gift processing, including gift receipting, acknowledgements, weekly gift reporting and audit support including:

- Creating and updating constituent records, receiving credit card transactions, inputting gifts, as well as creating and recording check deposits, stock transactions, wires, and ACH transfers.
- Creating and sending tax receipts and acknowledgements to donors, ensuring that the Philanthropic Partnerships team has reviewed and approved acknowledgements as necessary.
- Determining legal credit for gifts/payments and researching donor questions related to gifts as necessary.
- Managing all credit card donations and ensuring PCI compliance of those transactions.
- Overseeing the process (e.g., paperwork, online access, etc.) of establishing/opening of new accounts with financial institutions in order to establish new donor funds.
- Support Raiser's Edge database to maintain best practices related to constituent records management, including data entry to ensure that the most comprehensive and up to date data is housed securely and correctly. Partner with liaison from Philanthropic Partnerships team to ensure that critical data to that team is captured in the Raiser's Edge system. Work to ensure that data is configured in a way that enhances donor tracking and reporting.
- Managing the gift reporting process by generating select weekly, monthly and ongoing financial gift reporting.
- Perform monthly PayPal and Blackbaud merchant services reconciliation processes. Provide information related to gifts coming into The Foundation via wire, ACH, checks, and stock contributions on a daily basis to support bank reconciliation.

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- Perform daily reconciliation to ensure that Raiser's Edge subledger and Financial Edge general ledger are aligned and reflect daily activity.
- Provide donor service and support Philanthropic Partnerships team efforts by providing critical updates related to gifts from donors, organizations and foundations for timely recognition and response to occur.
- Maintain records related to grants and pledges made to The Foundation and related fiscal sponsorships. Critically evaluate payments and documentation received to ensure that necessary information is on file to support the treatment of funding received, including donor restrictions. Follow up with Director of Community Funds and VP, Community Impact as necessary.
- Maintain the pledge rollforward throughout the year. Utilize this reconciliation as a means to support the reconciliation process between Raiser's Edge as a subledger of Financial Edge general ledger.
- Prepare and maintain accounting records for The Foundation, including but not limited to: accounts receivable as well as journal entries for transactions involving cash receipts.
- Review accounting documents for accuracy, clarity, and compliance with Foundation policies and procedures, accounting standards and relevant laws and regulations.
- Assist with preparation for audits and work with auditors while on site.
- Propose and implement recommendations for improved processes.
- Maintain established Internal controls.
- Perform other duties as assigned.

#### Qualifications:

To perform this job successfully, an individual must be able to perform each essential qualification satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Highly organized, able to multi-task and track multiple projects
- Heightened sense of initiative as a self-starter
- Superb customer service
- Excellent verbal and written communication skills
- Strong interpersonal skills, ability to establish effective relationships with both internal and external audiences
- Strong mathematical aptitude
- Excellent time management and attention to detail
- Strong analytical skills
- Computer literacy, including Microsoft Office, accounting and database systems

#### Education/Experience:

- Bachelor degree in accounting or finance required
- 3+ years related experience and/or training. Non-profit experience a plus.
- CPA Certification or eligibility to sit for CPA exam preferred
- Experience with Blackbaud Raiser's Edge



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Physical Requirements:

The physical requirements and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Moderate noise level
- Occasional standing and lifting of at least 5 pounds
- Long periods of sitting

**To Apply:**

To respond to this opportunity, please go to:

<https://j.brt.mv/ATS/jb.do?reqGK=27429807>