



JOB DESCRIPTION

TITLE: Development and Finance AR Manager
DEPARTMENT: Administration
STATUS: Professional Staff - Fulltime, Salaried Exempt
SUPERVISOR: Director of Finance and HR

SUMMARY:

The Development and Finance AR Manager is responsible for all Development and Finance receivables, including, but not limited to program registrations, membership dues, donations and contributions, and cash transactions. This includes recording and tracking receivables, compiling reports, and acknowledging receipts.

MAJOR DUTIES:

Development

- Maintain donor records in database. Review weekly for duplicate accounts and merge.
- Process and record all pledges and payments daily, input checks, stock transfers, credit card payments, etc. and complete other necessary administrative tasks for all fundraising efforts. This includes gifts for annual campaign, donations, tributes, special appeals, and foundation funds. And complete Daily Transaction Report for Director of Finance and HR.
- Produce pledge cards, acknowledgements, invoices, campaign reports, tax receipts, and any other reports or documents as needed.
- Design and deliver timely campaign reports that reflect up to date activity and accurate progress.
- Create quarterly Foundation statements and send to all fund holders.
- Assist donors with ongoing deposits to their funds.

Finance

- Complete Welcome Center Daily reports and reconcile all transactions from Daxko Operations into QuickBooks.
- Reconcile Membership transactions including monthly membership pull on the 15th.
- Enter donor pledges and payments for annual campaign and various donations into QuickBooks software.
- Segregate payments by type to deposit into proper restricted bank account.
- Prepare bank deposits to various accounts as needed in accordance with Fiscal Policies.
- Manage collections process for Camp, Café, and other departments as needed.
- Track and quantify membership receivables using Daxko Operations each month.

REQUIRED QUALIFICATIONS

- Bachelor's Degree in a related field
- At least 2-3 years' familiarity with Accounts Payable/Accounts Receivable or as a Bookkeeper
- Knowledge of Donor Database Systems and QuickBooks accounting software
- Extensive knowledge of Microsoft Excel
- Strong customer service skills and fostering relationships with donors
- Proven ability to multitask, prioritize, and attend to details

The Jewish Federation of Durham Chapel Hill does not discriminate on the basis of sex, sexual orientation, gender expression, age, race, ethnic origin, color, religion, nation origin, creed, marital status, disabled veteran status, or the presence of any sensory, mental, and/or physical disability that does not prevent the performance of the specific core tasks of this position.