

## 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>Temporary – Full Time</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-paced 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. (35 hour work week)