

Diocese of Sacramento

JOB DESCRIPTION

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

SUPERVISOR: Database Administrator, 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)