



Administrative Assistant II

Job Title: Administrative Assistant II

Opening Date: 02/01/2017

Location Name: Pastoral Center Office of Stewardship & Development

City: Portland

State: OR

Zip: 97214

Job Number:

Job Category:

Position FTE: Part-Time 24hrs/week

Term of Service:

Position Summary:

This position performs administrative and clerical functions and may keep semi-complex to complex records. This position operates under moderate supervision. Decisions are made with the supervisor's approval and relate to regular and recurring work situations with occasional variations from the norm. Contacts sometimes involve sensitive/confidential matters.

Core Duties:

- Assists the Office Development and Stewardship in managing daily operations including, but not limited to data entry, phone communication, donor correspondence, and database maintenance.
- Serves as the lead gift processor of donations. Performs gift entry, updates donor information (including address, phone, email, and parish) and assigns thank you letter codes.
- Prepares deposits – including copying of checks, balancing, preparing deposit slips and endorsing checks. Works as part of a two-person team and follows cash receipt procedures established by the Finance Department.
- Assists with training and support of temporary staff performing data entry and preparing deposits during peak campaign periods.
- Performs monthly reconciliation of cash receipts between the Finance and Development Departments.



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Human Resources

- Assists with the acknowledgement process. Generates and reviews exports under the supervision of the Development Associate. Helps ensure that donors are acknowledged accurately and in a timely manner.
- Manages and maintains updates of parishioners received from parishes.
- Answers calls from donors, clergy and church employees. Provides assistance as needed.
- Assists with database clean-up and administration projects.
- Generates reports as directed and reviews them for accuracy.
- Documents departmental processes and procedures.
- Maintains confidentiality concerning Archdiocesan financial records and donors.
- Performs other work-related duties and special projects as assigned.

Specific Job Skills:

Accurate typing and/or word processing at 60-80+ wpm. High attention to detail and ability to accurately enter gifts and database updates. Proven ability to work with a database program. Proficiency of The Raiser's Edge is preferred. Knowledge of Microsoft Office – with emphasis on Excel. Proven ability to successfully communicate in both verbal and written form.

Minimum Requirements:

High school diploma or equivalent. Office administrative experience in a nonprofit environment preferred. Valid driver's license preferred. Bilingual in Spanish a plus.

Please send inquiries to: HR@archdpdx.org