

Job Description
ADMINISTRATIVE ASSISTANT DATA & FINANCE
NATIONAL COUNCIL OF JEWISH WOMEN-ST. LOUIS SECTION

- I. Job Title:** Administrative Assistant Data & Finance
- II. Job Type:** Hourly, Non Exempt
- III. Reports to:** Senior Director of Operations & Administration
- IV. General Objective:** Provide administrative support for donor management and finance operations in the office.
- V. Position Description:** Support all finance department operations. Prepares daily deposits; prepares all donor and membership renewal thank you letters, updates all membership information, prepares all bulk mailing labels and paperwork; maintains accounting filing.
- VI. Responsibilities:**

Administration

- Maintain updated committee lists for all departments
- Perform data entry for programs and projects, as necessary
- Manage all meeting registrations
- Create and update all event registration lists, email lists, and committee rosters
- Serve as back up to answer incoming calls, take messages and refer calls to the appropriate staff or volunteer.
- Run DonorPerfect reports as needed for all staff

Development

- Enter donations in DonorPerfect – dues, annual giving, and miscellaneous donations
- Generate appropriate thank you letters.
- Update membership information on Donor Perfect and coordinate the annual dues billing
- Enter all tributes on computer for printing in the Bulletin
- Perform data entry for programs and projects, as necessary, including but not limited to membership program registrations, Back to School! Store™ data, Resale Shop mailing list and all email lists, and miscellaneous mailing lists for all departments
- Process all tributes from phone calls and mailings. This includes tracking tribute charges; keeping records for the Bulletin; sending tributes from the office.

Finance

- Prepare all bills for processing including coding and scanning
- Enter all receipts in DonorPerfect
- Prepare reports for accounting team
- Assist with audit preparation

Community Service

- Prepare all reports for Healing Hearts Bank
- Report all Healing Hearts Bank loan payments to Credit Builders alliance monthly

- Maintain Healing Hearts Bank loan spreadsheet and update as needed for Director of Community Service

VII. Skills Needed:

This position requires organizational and people skills, excellent clerical and communication skills. Microsoft office a must, including managing Excel spreadsheets; DonorPerfect experience preferred. Must be outgoing, friendly and a team player.

This is a full-time position that includes full benefits.

NCJW-St. Louis is an equal opportunity employer.

Interested candidates may contact Ellen Alper, Executive Director at éalper@ncjwstl.org or by calling 314-993-5181.