

Richmond Community College

Job Description

Position Title: Accounting and Donor Relations Specialist

General Description: The Accounting and Donor Relations Specialist operates under the supervision of the Associate VP for Development and is responsible for providing accounting, administrative, and clerical support to the Associate VP for Development. This position includes a variety of computer, data analysis and accompanying report preparation, written and oral communication skills. The position also requires major support activities for the RichmondCC Foundation Board of Directors that includes responsibility for agendas, minutes and meeting arrangements.

Duties and Responsibilities of the Position:

1. Working under the direction of the RichmondCC Associate VP for Development and using best practices, implement and follow procedures in support of meeting specific annual financial goals for the Richmond CC Foundation.
2. Manage fundraising/accounting database software, incorporating regular reports, bank deposits and coordination with Financial Aid, RichmondCC Business Office and external entities.
3. Maintain accurate donor database, including the recording and appropriate acknowledgement of all gifts to the RichmondCC Foundation.
4. Managing and updating the RichmondCC Foundation's Scholarship Management Software. In charge of all scholarship revisions, additions, etc.
5. Assist the Associate VP for Development with maintenance and monitoring of Foundation annual budgets, developing spreadsheets as requested. Research information; file and gather documents as requested.
6. Prepare as requested periodic summaries and reports.
7. Implement segmenting of data used for all database fundraising projects; ensure accuracy and quality of data.
8. Receives visitors, telephone calls and mail. May route inquiries to others. Generate mailing lists and correspondence pieces as requested. Confidentiality and discretion are imperative.
9. Assist as needed in the organization and implementation of all Foundation and College events.
10. Responsible for agenda, maintaining minutes and making meeting arrangements for all Foundation Board meetings.
11. Assist with planning and managing Foundation events.
12. Willingness to accept and fulfill additional assignments.

Position Qualifications:

Knowledge, Skills and Abilities:

Demonstrated excellence in customer service. Working knowledge of Microsoft Office Suite applications. Knowledge and/or experience with QuickBooks Financial Software. Strong communication and interpersonal skills. Ability to communicate with all levels of employees, foundation board members, donors, and community members.

Minimum Education and Experience:

Associates degree in Accounting, Office Systems Technology and/or related field required. Two years' experience in accounting/bookkeeping. Nonprofit or government audit experience preferred. Work Keys test scores; Graphic Literacy- 4, Applied Math- 4, Workplace Documents- 5 preferred.

Salary Grade: RCC Salary Scale, Level 7

Location: Main Campus

Questionnaire for Compliance with Americans with Disabilities Act

Interview guide for collecting job analysis information

Job Title: Accounting and Donor Relations Specialist

Division: Administration

Location: DeWitt Building

Supervisor's Title: Associate VP for Development

Department: Clerical

Shift: 8:00 - 5:00

1. General Purpose of Job. Briefly describe the job's primary purpose or contribution to the department or organization.

Operates under the supervision of the Associate VP for Development and is responsible for fulfilling all accounting, bookkeeping, office management, and clerical duties for the office of the RichmondCC Foundation.

2. Duties and Responsibilities. List the job's essential or most important functions and responsibilities. Include all important aspects of the job -- whether performed daily, weekly, monthly, or annually; and any that occur at irregular intervals.

Daily: Corresponding secretary, receptionist, file, and other clerical duties. Assist director with carrying out plans for special functions. Serve as bookkeeper, maintain financial records, prepare and make bank deposits, write checks, and maintain petty cash account. Prepare tax receipts.

Monthly: Post information, prepare financial reports, bank and campaign reconciliations.

Quarterly: Record and transcription of minutes for permanent minute book. Prepare reports, statements, and information as needed for meetings. Conduct mass mailings.

Biannually: Prepare and submit report for sales and use tax refund.

Annually: Meet with and prepare information for annual audit. Prepare end of year tax reports for payroll deduction donors.

3. Supervisory Responsibilities. If this job supervises others, give the name of unit(s) or department(s) managed and number of employees supervised. If there are subordinate supervisors, list them also.

None.

4. Physical Demands:

4A. How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

		Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 and more	
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Use hands to finger, handle or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Climb or balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stoop, kneel, crouch or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Taste or smell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

4B. Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

		Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 and more	
Up to 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Up to 25 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Up to 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

4C. Does this job have any special vision requirements? Check all that apply.

- ☒ Close vision (clear vision at 20 inches or less)
- ☐ Distance vision (clear vision at 20 feet or more)
- ☐ Color Vision (ability to identify and distinguish colors)
- ☐ Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- ☐ Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- ☐ Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- ☐ No special vision requirements

4D. Make notes on the specific job duties that require the physical demands selected above.

Must be able to handle items such as reference volumes, manuscripts and records. Vision must be sufficient to handle correspondence, computer screens, and financial records.

5. Work Environment:

5A. How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

	None	Amount of Time		
		Up to 1/3	1/3 to 2/3	2/3 and more
Wet, humid conditions (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5B. How much noise is typical for the work environment of this job? Check the appropriate level below.

- ☐ Very quiet (Examples: forest trail, isolation booth for hearing test)
- ☐ Quiet (Examples: library, private office)
- ☒ Moderate Noise (Examples: Business office with typewriters and/or computer printers, light traffic)
- ☐ Loud noise (Examples: metal can manufactured, department, large earth-moving equipment)
- ☐ Very loud noise (Examples: jack hammer work, front row at rock concert)

5C. Make notes on the specific job duties that are affected by the environmental conditions selected above.

Fund raising activities require working outdoors on occasion.

6. Comments. Include any other information that will aid in the preparation of an accurate description of this job.

7. Questionnaire prepared by:

Name: _____ Date: _____

Title: _____

Basis for knowledge of job: ☐ hold job now; ☐ supervise job; ☐ other (explain)

Exposure Determination for Bloodborne Pathogens

All position descriptions, including administrative and support personnel, whether paid or volunteer, must be evaluated by the appropriate department chairman/head and a Risk of Exposure to Bloodborne Pathogens Classification I or II be assigned to the position as it applies to each employee's work location. In situations where jobs of the same title entail substantially different categories of risk based on the department to which assigned, job titles will be modified to include the unit name thereby creating a newer, more specific description for that position.

For jobs which fall into Classification II, a list of tasks or procedures which present an occupational exposure to those employees should be prepared and appended to the job description. Assignment of personnel to a new department in the same basic job may necessitate a formal change of job title to ensure that they will receive training according to that job's risk classification. This must be reviewed on an annual basis by department managers for all job titles which they supervise or manage.

_____ CLASSIFICATION I

This includes jobs in which required tasks routinely involve a potential for mucous membrane or skin contact with blood, body fluids, tissues or potential spills or splashes. Use of appropriate measures is required for every employee performing these tasks.

_____ CLASSIFICATION II

This includes jobs in which required tasks normally do not involve exposure to blood, body fluids or tissues, but may require performing unplanned Classification I tasks. In these jobs the normal work performance involves no exposure to blood, body fluids or tissues. However, exposure or potential exposure may be required as a condition of employment or class performance.

_____ PERSONNEL NOT COVERED BY THE STANDARD

This includes jobs in which required tasks involve no greater exposure to blood, body fluids, or tissues that would be encountered by a visitor. The normal work/class performance involves no exposure to blood, body fluids, or tissues that would be encountered by a visitor. The normal work/class performance involves no exposure to blood, body fluids, or tissues and the employee can decline to perform tasks which involve a perceived risk without retribution.

NOTE: All employees who do not fit into Classification I or II will fall into a third category not covered by the Standard.