



## **Gift Processing and Accounts Receivable Coordinator**

### **POSITION SUMMARY:**

The Gifts Processing and Accounts Receivable Coordinator works in conjunction with the Accounting and development departments at Special Olympics Michigan, overseeing gifts processing data integrity, and moves management tracking. The individual will help analyze, evaluate and disseminate information that is critical donor/partner renewal and retention, as well as to the development of cultivation plans for individuals and/or organizations in the pipeline.

### **POSITION RESPONSIBILITIES:**

- Responsible for inputting all gift deposits for state offices and area level donations into Raiser's Edge for integration into financial software.
- Produce gift acknowledgements for all donations.
- Serve as liaison between the Development and Finance department on researching, producing, and reconciling donor and financial reports.
- Completing matching gift forms submitted by donor or employer.
- Running and emailing area financial reports on a monthly basis.
- Work with development staff on navigating the revenue database and running reports. Run specific revenue reports as requested by development staff.
- Pulling prospect lists, running queries and mail merges for mailings being sent to specific donors.
- Open mail at State office on Tuesdays and Thursdays, copy all checks, make deposits for State and LETR.
- Invoice Unified Sports and Inclusion Center lease holders monthly.
- Provide memorial acknowledgement letters monthly for all memorial gifts, send to USIC for Tim to sign and have sent.
- Work with development staff and area volunteers to ensure that the proper accounting procedures are being used. When needed, attend events to assist with registration, receiving revenue and processing credit cards.
- Preparation of audit confirmation requests as directed by auditors.
- Assist with preparation of work papers regarding revenue and answering auditor questions regarding revenue deposits.
- Coordinates the accounts receivable function of financial reporting of area and state accounts.
- Process and receipt all credit card transactions.
- Training and support for area and local accounting coordinators.
- Monitor area and local accounts for sales tax compliance and proper recording.
- Raffle license application, processing and follow up reporting for all raffle license issued through Michigan Charitable Gaming.
- Other duties as assigned.

**POSITION REQUIREMENTS:**

- Strong organization and administration skills
- Experience in creating and managing databases
- Demonstrate a commitment to the mission, vision, and values of Special Olympics Michigan
- Education and/or experience equivalent to an associate's degree
- Proficiency in excel and database management
- Excellent customer service skills
- Strong data management and technology skills
- Support other departments contributing to team spirit and sharing of responsibilities
- Strong self-motivation and the ability to work independently

**REPORTING RELATIONSHIP:**

- Functions under the general supervision of CFO and accounting department

**Location:**

- This position can be in either the Grand Rapids or Mount Pleasant SOMI Offices

Please send cover letter and resume to [roger.yob@somi.org](mailto:roger.yob@somi.org)

**NON-DISCRIMINATION POLICY**

Special Olympics Michigan is proud to be an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, political affiliation, sexual orientation, marital status, disability, neurodiversity, age, parental status, socio-economic background, military service, or any other characteristic or status protected by applicable law.

We strive to create a workplace that reflects the communities we serve and where everyone feels empowered to bring their full, authentic selves and can do their best work.