

Data Entry Specialist

Position Description | May 2023

The **Data Entry Specialist** is responsible for check and credit card processing, and other administrative functions.

The ideal candidate is trustworthy, reliable, focused, and detail-oriented. Good communication and organizational skills, a friendly and positive demeanor, and a passion for Catholic radio are also important. The Station of the Cross is a 501(c)(3) non-profit Catholic organization. The Data Entry Specialist is a part-time, office-based position in Buffalo, NY. **This position cannot be performed remotely.**

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Enter donations into a software database.
- Ensure pledges, payments and deposits are accurate and align with each other.
- Update donors' accounts when necessary.
- Ensure safety and security of information.
- Generate appropriate letters with respect to donors' accounts and send to donors.
- Research and answer donors' questions with courtesy, respect, and tact.
- Perform other administrative tasks as needed (e.g., coordinating conferences, volunteers, etc.).

The duties and requirements described above are representative of those encountered during performance of the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

REQUIRED QUALIFICATIONS:

- Practicing Catholic, with a strong belief in the Catholic Church's teachings.
- High school degree (Associate's degree and/or 2+ years of related experience preferred).
- Confidentiality, honesty, and integrity.
- Enjoy detailed tasks & working with data.
- Good organization and task-management skills.
- Attention to detail, accuracy, and quality.
- Outstanding work ethic.
- Working knowledge of Microsoft Office.
- Goal-oriented, focused individual with initiative.
- Good communication, phone, interpersonal skills.
- Ability to travel; valid drivers' license.
- Knowledge of fundraising management software and Constant Contact (or other mass email software) is a plus.

EEO Statement:

The Station of the Cross is an Equal Opportunity Employer.

To apply, please send a resume **and cover letter** stating interest and qualifications to:

Rick Paolini
Director of Human Resources
The Station of the Cross
6325 Sheridan Drive
Williamsville, NY 14221
rickp@thestationofthecross.com