



Manager of Gift Accounting

Reports to: Chief Financial Officer

Team: Accounting/Finance/Business Operations

Supervisory Duties: None

Time Requirements: 40 hours per week – Monday through Friday. Occasional evening or weekend work may occur during peak seasons.

Overview

The Manager of Gift Accounting and Administration contributes to the success of the VAF by efficiently and accurately processing gifts and maintaining complete and accurate documentation in support of the donor database. This person also communicates regularly with colleagues and donors, responding to inquiries and managing email correspondence.

Responsibilities

- Serves as primary data entry operator for all gift batches to include pledges, batch entry, gift imports, checks, credit cards, stock, adjustments, merging and updating records, research unidentified gifts, and funds transferred from the University
- Receive stock notifications from brokers and calculate and record stock gifts. Investigate stock gifts for missing information
- Maintain donor auto pledge and payment system while also providing clear communication to donors about their pledge payment schedule.
- Maintain files of all batches and create new batches in support of gift database entry and adjustments
- Create and manage donor acknowledgement letter process (including In Honor Of and In Memory Of) and create duplicate or revised tax receipts and other reports dependent upon gift entry
- Obtain an understanding of and coordinate priority point updates and beginning of year updates with Paciolan (giving database). Perform manual updates and priority point calculations as needed.
- Comply with PCI standards of all credit card information and maintain confidentiality of all donor information
- Track funds received in error and prepare for return to payee or to correct university entity.
- Develop an understanding of database back office. Work with Paciolan on gift entry processes. Create new drive years and allocations as needed in Paciolan. Coordinate with the University to create new allocations for the University database.
- Update Paciolan for new endowments and record student-athlete recipients of endowed scholarships each year
- Review daily bank deposit activity for electronic gift deposits to process and file
- Work with the CFO to create weekly Excel reconciliations of all deposit batches in preparation for GL Entry
- Monitor payment schedules for upcoming credit card expirations and contact donors as needed for expiring or declined cards
- Oversee matching gift process
- Be a part of the data team and assist in keeping records complete and accurate
- Serve as internal contact for cell phone management to include staff turnover, upgrades, problem solving
- Stay informed on the details of VAF special events, athletic contests, parking, etc.
- Other duties as assigned

Qualifications

- 4 year degree in accounting, finance or business administration
- 2 years of gift processing/data entry accounting or financial work experience

- Understanding of gift processing and proficiency in working with databases
- Ability to interact with VAF staff and donors, University Advancement, and Athletics Department staff
- Ability to manage multiple, detailed projects in an efficient and timely manner
- High degree of accuracy and attention to detail when working through processes of entering data and maintaining files.
- Strong organizational, communication, and problem-solving skills with keen attention to detail
- Commitment to maintaining confidentiality of sensitive information
- Excellent communication, writing, and editing skills
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office Suite and Adobe Pro
- Experience with EverTrue and Tableau strongly desired

Benefits*

- Annual incentive program based on team performance
- Paid personal leave and 12 paid holidays
- Health, dental, life, and long-term disability insurance
- 401k plan with employer contribution
- On-site parking provided
- Football and basketball season tickets for employee and eligible family members
- Family pass for regular season home UVA Olympic sport events
- Recreation pass providing access to all UVA recreation facilities

*Benefits subject to change

Committed to attracting and retaining a diverse staff, the Virginia Athletics Foundation honors your experiences, perspectives, and unique identity. Together, we strive to create and maintain working environments that are inclusive, equitable, and welcoming so we can best achieve our mission of supporting our broadly diverse donors, teams, and networks of engaged alumni, parents, and friends of the UVA Athletics.