

WNIN JOB ANNOUNCEMENT

|  |  |
| --- | --- |
| **Employer Information:** WNIN Tri-State Public Media, Inc.  Two Main Street  Evansville, IN 47708  Phone: 812-423-2973  [Employment@wnin.org](mailto:Employment@wnin.org) | **Job Information:**  Job Title: Member Services Accounting  Coordinator  Work Hours: Part Time, 20 hours/week  Work Days: Mon-Fri, & as needed **Application Process:** Send résumé and cover letter **Reference Job # 0423** |

**SUMMARY:**The Member Services Accounting Coordinator is the customer focused and database support person for WNIN and the member accounts liaison to the Finance department providing daily accounting support.

This position requires accurately documenting donations and maintaining member records in the database, and provides accounting support for WNIN Member Services and the finance department. Candidates must have good customer service and phone skills to serve our members courteously and efficiently.  Accurate data entry and knowledge of MS Word, Excel are a must for this position. Excellent organizational skills and time management to meet all monthly deadlines will also be required for the candidate hired for this position.

If you are a problem solver with excellent organizational skills this position is for you.  We are looking for someone with a positive attitude and a commitment to excellent customer service to our members. EOE

**Please see attached detailed description**

**ESSENTIAL DUTIES and RESPONSIBILITIES:**

**Membership**

* Interact regularly with staff, WNIN members, donors, community members, and vendors via mail, phone, email, and in person;
* Process daily and monthly membership donations including payment processing and posting;
* Perform timely and accurate membership data entry, maintain accurate records and overall integrity, security, and quality of the donor database through data hygiene and mailing list management;
* Development of donor lists and email distribution lists;
* Coordinate direct mail and digital initiatives with contracted vendors for various fundraising campaigns;
* Complete Matching Gift forms and protocols;
* Generate tax receipts and acknowledgment letters;
* Work with finance office in reconciling bank statements for donor and special event activities;
* Maintain a thorough understanding of the donor database, PCI compliance, and ability to manage multiple vendors, call center, merchant card processors, and shipping of store purchases and member thank you gifts;
* Assist with/manage the financial processing for and during Special Events;
* Contribute to e-news communications with relevant content to supporters and donors;
* Manage the online store sales, fulfillment, and reporting;
* Other duties as assigned. Occasional evening and weekend work is required.

**Supports WNIN Accounting with these tasks:**

* Provide accounting support to the CFO at WNIN
* Receive and process all WNIN entities’ cash receipts and make bank deposits daily by remote deposit and/or delivery at the banking institution for the deposits and scan a full copy of the deposit and check images to WNIN for further processing;
* Maintain member records and provide audit trail on accounts
* Assist with the annual audit as needed
* Assign PO number and create PO for items ordered for Member Services
* Manage payment of Corporate Support accounts
* Process manual checks as requested from WNIN CFO at WNIN and/or CEO;
* Donation Tax letters sent out before January 20th each year
* Other duties as assigned.

**KNOWLEDGE/SKILLS & ABILITIES:**

* Strong accounting/bookkeeping knowledge;
* Operational knowledge and fluency in Microsoft Office suite of applications, especially Word, Excel, and Outlook;
* Excellent accuracy, attention to detail, and organizational skills;
* Ability to work collaboratively on multiple projects simultaneously;
* Ability to work proactively to meet deadlines;
* Ability to communicate effectively with all levels of staff;
* Ability to accurately perform mathematical calculations rapidly and accurately.
* Excellent analytical and problem-solving skills;
* Possess excellent organizational and time management skills;
* Ability to keep sensitive information confidential;
* Ability to take responsibility and ownership for tasks
* Initiative and creativity to resolve problems
* Positive and collaborative team spirit and positive interpersonal skills
* Commitment to excellent service and satisfaction with WNIN members

**EDUCATION AND EXPERIENCE:** (An equivalent amount of training, education and experience will be considered.)

* Accounting degree desired not required
* CRM or other membership database software knowledge a plus
* Experience in a non-profit or corporate setting with responsibility supporting management
* Customer service desired not required

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Individuals may need to sit or stand as needed.

This position has four hour periods of sitting at a desk and working on a computer and requires physical mobility to access files and supplies in the building throughout the day. Reaching above shoulder heights, below the waist or lifting as required (up to 15 lbs. Ambient room temperatures, lighting and traditional equipment as found in a typical office environment.