



Catholic Christian
O U T R E A C H

Donor Management Clerk

Position Type:	Short-Term/Co-op (4-8 months)
Job Region/Location:	Catholic Christian Outreach Canada Headquarters: Ottawa, ON
Reporting Relationship:	Controller
Working Conditions:	Normal Office Conditions
Funding:	Support Team and Partnership Development
Application Deadline:	As soon as possible

Position Overview

The Donor Management Clerk reports to the Donor Management Supervisor and is responsible for performing accounting and clerical tasks related to the efficient maintenance and processing of donation transactions. These include assisting the Donor Management Supervisor with the preparation of journal entries, maintaining donor records and schedules, and maintaining excellent donor relations. Assisting with monthly closings and account analysis and supporting the Donor Management Supervisor in carrying out the responsibilities of the accounting department.

Main Job Tasks and Responsibilities

- Maintain up-to-date donor and project records
- Maintain donor files
- Monitor donor account details for non sufficient fund donations, delayed or missed donations and other irregularities
- Perform account investigation and reconciliation
- Follow established procedures for processing receipts, cash etc
- Prepare bank deposits
- Investigate and resolve donor queries
- Process adjustments
- Communicate with donors via phone, email, mail or personally

Education and Experience

- Proficient in Microsoft Excel and Word
- Knowledge of general accounting procedures
- Knowledge of accounts receivable
- Proficient in data entry and management
- Knowledge of relevant computer applications
- Bachelor degree in commerce or related field

Key Competencies

- Organization and prioritization
- Attention to detail and accuracy
- Confidentiality
- Judgment
- Communication skills
- Information management skills

- Problem analysis and problem-solving skills
- Initiative
- Team work

Support Team and Partnership Development (STPD)

All CCO staff have the unique opportunity and privilege to rely on God's providence. The successful candidate will develop their own team of financial and prayer supporters who contribute directly to the funds for their salary. For more information on STPD, please see our STPD FAQ at <http://careers.cco.ca>.

For more information on this or other employment opportunities with CCO Canada, please contact us at hr@cco.ca.