



JOB DESCRIPTION

Data Entry Coordinator

Now Accepting Resumes

Kids' Food Basket empowers communities to attack childhood hunger so that young people can learn and live well. We began nearly 15 years ago by serving 125 kids each school day through our Sack Supper program, and have grown to serve nearly 7,500 kids each school/summer program day at 39 schools in Grand Rapids, Muskegon, and Holland. Sack Suppers are nutritious, ready-to-eat evening meals delivered right to a child's classroom or summer site, ensuring that local kids have the nutritious they need to be their best, in school and in life.

Kids' Food Basket is an equal opportunity employer. Our policy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, creed, ethnicity, gender/gender identity, sexual orientation, religious belief, sex, national origin, age, ancestry, qualifying physical or mental disability, height, weight, marital status, veteran status or genetics. In addition to federal law requirements, Kids' Food Basket complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

Job Responsibilities

Responsible for detailed and accurate documentation of donations/gifts received throughout the organization and coordination of donor database.

- Integral player in donation/gift intake process. 55%
 - Ensure documentation of incoming gifts are made and properly filed
 - Oversee credit card intake. External processing vendor: download reports and follow process below. Internal processing: review transaction reports and allocate following.
 - Code funds received according to funding source, restrictions, etc.
 - Supervise interns who input donations into donor database, in seasons without interns, completes input into donor database.
 - Review donor data records and clean for accuracy and errors.
 - Ensure charitable gift receipts and in memory cards are generated correctly for incoming gifts.
- Reconciliation 25%
 - Pull accounts receivable reports from donor database and allocate to accounting based terms and GL codes weekly.
 - Complete additional income tie out at month end.
- Donor Database 15%

- Maintain up to date and accurate training guides for donor database system
- Train staff on core competencies for roles upon new hire or transition.
- Build reports and queries within donor database for internal use. Serve as secondary on reports and queries for external use, such as mailing lists
- Assisting departments when problems and issues arise regarding processing of funds and receivables.
- Accounting and Finance 5%
 - Support in accounts payable and expense reports as needed.
 - Support in annual budget and independent audit
 - Other duties as assigned

Skills and Qualifications

- Associate or Bachelor degree preferred for application.
- Extensive experience with donor database software, Charity Engine preferred.
- Experience with accounting software, QuickBooks preferred.
- Experience working in the nonprofit sector as a volunteer, intern or staff member.
- Must be able to effectively interact with a diverse population of youth and college age volunteers from a variety of ethnic and socioeconomic backgrounds.
- Attention to detail.
- Be organized with the ability to work in a fast paced, ever changing work environment.
- Possesses skills in project and time management.
- Be well versed in computer programs, previous Microsoft Excel use required.
- Can work independently as well as collaboratively.
- Demonstrate the ability to solve problems, analyze systems and data, and make suggestions for improvement.
- Have reliable transportation to work.
- Have a basic understanding of hunger and poverty issues in Grand Rapids.

Physical Activities

- Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which you must convey detailed or important spoken instructions to other workers accurately, loudly or quickly.
- Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects.
- Visual Acuity: The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- The workers is not substantially exposed to adverse environmental conditions

Compensation: \$30,000 to \$32,000 on an annual basis.

Reports to: Operations Director and Development & Finance Specialist

Benefits: Kids' Food Basket is proud to offer its eligible employees the following benefits. Please note that offerings, coverage levels and eligibility dates are subject to change at any time. Currently the benefit package includes:

- Medical – employee pays set contribution per pay period for medical, dental and vision for self and large portion of premium for spouse/partner/dependents
- Dental
- Vision

- 401(k) Plan with match
- Flex Spending Account
- Paid Time Off (PTO)
- Paid Holidays

To be considered for the position, applicants must send cover letter and resume via email as soon as possible, but no later than December 1st.

Applications will be reviewed as they are received.
(NO CALLS PLEASE)

Send cover letter and resume to:

Jennifer Jordan
hiring@kidsfoodbasket.org