

STARR KING SCHOOL FOR THE MINISTRY

**2441 LeConte Ave.
Berkeley, CA 94709
(510) 845-6232
www.skism.edu**

Finance and Advancement Assistant

This position reports to the Interim Advancement Director and Finance Director

40 hours a week, Monday through Friday, 8-5

Salary commensurate with experience

The Finance and Advancement Assistant provides administrative support to the Finance/Human Resources and Advancement offices at Starr King School for the Ministry. This position has seasonal and ongoing responsibilities as the school moves through its academic and fiscal year.

Advancement Duties and Responsibilities

- Prepare gift appeals and send regular pledge reminders
- Log and acknowledge all gifts and pledges (cash, checks, credit cards, stock, etc.)
- Prepare and edit gift entries, commit batches, and prepare reports
- Perform all database management of Raiser's Edge and net Solutions systems, including updates, reports, queries, imports/exports of data
- Perform regular reconciliation reports
- Communicate with donors as needed around gift details

Finance Duties and Responsibilities

- Work on a daily basis on accounts payable, accounts receivable, deposits, payroll, petty cash, and credit cards
- Work with the GTU (Graduate Theological Union) Business Office in order to request and produce checks on a weekly basis and to ensure that each check is delivered on time through various mailing companies
- Assist in copying/scanning and distributing of monthly and quarterly financial reports
- Assist Finance Director with Student Accounts processing

Human Resources Duties and Responsibilities

- Perform human resource-related duties including, but not limited to, collecting time-sheets from non-exempt employees, new hire/exit meeting preparations and health insurance/benefits documentation
- File papers and documents into appropriate employee files
- Schedule meetings and interviews as requested

Shared Duties and Responsibilities across Offices

- Assist in the preparation of documentation for the annual audit, health insurance renewal process, and Board Meetings, including maintaining necessary records

- Understand and work daily with general ledger accounting codes (GL)
- Review, answer, prepare, and assist with correspondence
- Make photocopies, scan and fax documents; process mail using USPS, UPS, and FEDEX
- Record keeping, data entry, and typing
- Keep inventory of Advancement, Finance, and Human Resources department materials
- Attend Starr King School for the Ministry (SKSM) and Graduate Theological Union (GTU) community-wide events as needed, including regular staff meetings
- Represent the school with professionalism and hospitality when responding to any personal, phone, or e-mail communications with donors, graduates, students, faculty, staff, etc.
- Know and adhere to the ethical codes of professional practice for fundraising, finance, and human resources professionals
- File, maintain, and be accountable for the security of personnel files, donor files, and other confidential material
- Assist Finance and Interim Advancement Directors with various research and/or special projects, as needed
- Other duties as required by the Advancement Director, Finance Director, or President

Requirements:

- Strong attention to detail
- Excellent organizational skills and time management
- Ability to appropriately handle sensitive/confidential information
- Ability to maintain professional boundaries with staff, faculty, students, donors, and other constituents
- Ability to handle multiple projects simultaneously
- Strong written and verbal communication skills
- Strong interpersonal skills
- Experience in Accounts Payable
- Proficiency in *The Raiser's Edge 7* fundraising database
- Proficiency in MS Office Suites (typing at least 45 WPM)
- Copying, faxing, scanning, and mailing using USPS, UPS, and FEDEX

Expected Competencies

- Ability to answer e-mails and requests in a timely and accurate manner
- Ability to prioritize tasks, follow through, and meet deadlines on paperwork and projects
- Self-directed, able to navigate through SKSM Handbooks, manuals and website for direction on processes and guidelines
- Proactive problem solving skills
- Ability to represent SKSM appropriately with prospective students, donors, colleagues in our larger consortium, the Graduate Theological Union, and general public
- Orientation towards collaborative and cross-functional team environment
- Ability and willingness to listen to and incorporate feedback from supervisor in daily work
- Ability and willingness to discern when it is appropriate to request input to supervisor

Reports to:

The Interim Advancement Director and Finance Director

Collaborates with:

The President's Office, the Communications Office, and the Recruitment and Admissions Office

This job description is intended as a guide for the performance of your job and it is not a contract of employment. SKSM retains the discretion to modify this job description at any time.

Please submit your resume to:

Abbey Tennis, Advancement Office

Starr King School for the Ministry

2441 LeConte Ave.

Berkeley, CA 94709

Email: Employment@sksm.edu (pdf or MS Word documents only, please)

FAX: (510) 845-6273

NO TELEPHONE CALLS PLEASE. Please submit your resume by October 17, 2014. We would like to thank everyone in advance for applying; however, only those candidates selected to be interviewed will be contacted.

About Starr King

Starr King School for the Ministry educates Unitarian Universalist (UU) ministers and progressive religious leaders for society. Starr King's distinctive educational approach is rooted in the UU values of countering oppressions, cultivating multi-religious life and learning, and creating just and sustainable communities. Using a student-centered participatory learning model, Starr King aims to educate the whole person in the service of love, compassion, and justice.

For more information about the school, please visit our website: www.sksm.edu

Starr King School for the ministry is an Equal Opportunity Employer. Persons from traditionally under-represented populations are especially encouraged to apply.