



Job Title: Donations Processing - Recording

Location: Administration, UGM Trent

Status: Part-time – 24 hours a week

Responsibilities:

- Record financial donations and other income in the donor database, Donor Perfect
- Keep donor database in balance with other records
- Process donation receipts
- Maintain awareness of UGM mailings, coding and events as they pertain to Donations Processing
- Pick up mail from the post office on an occasional basis

Required Qualifications

- Data entry experience
- Computer comprehension – Microsoft Word, Excel
- Driver's license and own automobile

Compensation: \$11.00-\$12.95 hourly, depending on experience

Must be committed to the Christian faith and comply with drug-free and tobacco-free policy.

Those qualified to join our team can enjoy a rewarding work environment and competitive wages.

Submit a letter of interest and resume to:

UNION GOSPEL MISSION
teri.munson@uniongospelmission.org
Human Resources, 1224 E Trent Ave., Spokane, WA 99202
Fax: 509-535-0315