Title: Data Management Specialist  
Classification: Class 2 - Service Center Administration Staff  
Position Reports to: Accounting/Payroll Staff Specialist  

JOB SUMMARY:

Enter information into the BSA’s national software programs and/or excel to support the core business functions of the council. Data entry will relate to accounting transactions such as accounts payable and accounts receivable, along with payroll reports and contribution records. Attention to detail and integrity of data is of utmost importance.

ESSENTIAL FUNCTIONS:

1. Maintains financial security by following internal accounting controls.
2. Checks figures, postings, and documents for correct entry, mathematical accuracy, and proper coding.
3. Receive, process and post incoming payments. Verifies accounts by reconciling statements and transactions.
4. Support accounts payable: vendor invoices and disbursement filing, A/P invoice matching & filing
5. Daily check receipts against the Export Report from POS to ensure the receipts were credited to the proper account(s). Place locator numbers on receipts for entering in data entry. Check pledge cards thoroughly against Blackbaud information for corrections. Change and update records as needed.
6. Run month-end reports to assist Controller in reconciliation.
7. Provide customer service to donors and council employees by answering questions via phone or email and researching discrepancies.
8. When requested provide donor background research on past charitable giving to Scouting and other nonprofit organizations. Research other donor connections that could be useful in securing funding.

STANDARD BEHAVIORAL FACTORS:

Attitude of cooperation, dependability, initiative, willingness to learn and/or change new procedures. Pleasant telephone manner.

MATERIALS AND EQUIPMENT USED:
Computer, copier, printer, adding machine, telephone.

PHYSICAL ACTIVITIES/MENTAL DEMANDS:

Talking, hearing, repetitive motions. Detail work, confidentiality, math, verbal and written communication, reasoning, problem solving.

WORKING CONDITIONS:

The worker is subject to inside environmental conditions.

PHYSICAL REQUIREMENT:

Ability to lift 20-25 pounds occasionally.

MINIMUM REQUIREMENTS:


TO APPLY:

Email resume and/or cover letter to matt.armstrong@scouting.org

Boy Scouts of America Equal Employment Opportunity Policy

The BSA is committed to equal employment opportunity and compliance with all applicable federal, state, and local laws that prohibit workplace discrimination and unlawful retaliation, such as those that prohibit discrimination on the basis of race, color, national origin, religion, age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender, sexual orientation, gender identity, marital or familial status, genetic information, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. This policy of equal employment opportunity applies to all aspects of the employment relationship, including without limitation advertising, recruiting, hiring, training, evaluation, promotion, transfer, work assignments, compensation, benefits, disciplinary action, termination, or any other term, condition, or privilege of employment.