



DATA ENTRY ASSOCIATE – CONTRACT OR PART TIME POSITION

Time Commitment:

Between 15-20 hours per week

Salary:

\$35-\$45 per hour. Maximum 1,000 hours per year.

POSITION OVERVIEW

Fox Valley United Way seeks a motivated, self-directed Data Entry Associate for a 3-month position with strong potential for full-time conversion based on performance and organizational needs. This role will manage and optimize our donor management systems, program databases, and reporting processes to enhance operational efficiency and support data-driven decision making. The ideal candidate will have 2+ years of database management experience, proficiency with CRM systems, Microsoft Excel, and the ability to generate comprehensive reports for leadership, funders, and board members while ensuring data integrity and compliance with privacy regulations. Additionally, position may be assigned special projects and may be asked to assist staff with community events.

JOB RESPONSIBILITIES: (Essential functions of the job)

- Manage and update donor database (Little Green Light)
- Input donor receivables in the CRM database to maintain accurate financial records
- Run monthly reports to measure donor activity
- Prepare tax documents annually for donor giving
- Input of annual budget into QuickBooks
- Prepare monthly reports for Board
- Assist Community Impact Manager in accounts payable
- Assist Executive Director in accounts receivable
- Assist in bank statement reconciliation, positive pay, EFT authorization, and allocation disbursements
- Audit support as needed
- Support SPARK Grant financials and submit paperwork for reimbursements.

QUALIFICATIONS:

- Incumbent must have a passion for working in a mission-driven organization
- Excellent written and verbal communication skills
- Proficiency with Microsoft Office applications, familiarity with Salesforce, Andar, or Little Green Light a plus, and experience with QuickBooks Online mandatory.