



Accounts Receivable/Database Administrator (eTapestry)

REST JOB DESCRIPTION

ROLE SUMMARY Real Escape from the Sex Trade (REST) exists to provide pathways to freedom, safety, and hope for victims of sex trafficking and people involved in the sex trade. The Accounts Receivable/Database Administrator will play a vital role in REST's financial integrity by maintaining financial records and assisting with the general operations of the finance department. The administrator will also work within eTapestry, the organization's donor database, to ensure the timely, accurate, and consistent processing of donor gifts and acknowledgements. This position reports to the Director of Finance & HR and is a member of the finance team.

RESPONSIBILITIES

- Process all donations; prepare cash/check deposits, record all donations into eTapestry
- Generate receipts and acknowledgement letters
- Input and receipt all ACH debits and credit card gifts, as well as GIK donations
- Submit and reconcile database reports with Finance Team; assist in generating reports and queries for staff as needed
- Maintain database security, including sub-user access and rights
- Maintain membership account information in eTapestry, updating current contact information, payment methods, and mailing preferences
- Regularly contact monthly donors, updating needed credit card information to maintain their giving schedule
- Assist in accounting and receipting for major fundraisers; contribute to special event planning as requested
- Work with Director of Engagement and Director of Finance & HR to ensure accurate entries into eTapestry
- Provide ongoing eTapestry training and support for new and existing staff users
- Assist REST Finance Team in adhering to GAAP standards
- Develop written policies and procedures related to the activities of this role and the use of eTapestry
- Organize monthly bank statement and attach documentation for each transaction
- Download monthly credit card statements and email to each staff member
- Process incoming mail
- Assist in office upkeep and stocking supplies for administrative team
- Other tasks assigned by supervisor

QUALIFICATIONS

- Experience in nonprofit finance role required
- One year eTapestry or other donor database management experience
- Detail oriented, with accurate and efficient data entry skills
- Ability to organize, discern, and problem-solve creatively
- Flexible and able to respond to leadership directives in a timely manner
- Superior oral and written communication skills
- Ability to thrive in a dynamic and rapidly growing work environment
- Friendly and personable demeanor
- Reliable, punctual and efficient
- Self-starter with strong time management abilities
- Must agree with the values and statement of faith associated with the organization

Schedule: Flexible

Location: REST Office

Hours: 25-30 per week

Compensation: DOE