Fort Hays State University        Gift and Payroll Processor
Foundation

Job Title:                Gift and Payroll Processor
Reports to:        Chief Financial Officer
Job Purpose:         Process contributions, payroll, other deposits, and assist the CFO in a
diversified capacity.

Job Description:

1. Process contributions from donors and prepare bank deposits daily.

2. Maintain daily checking account balances, entering disbursements and deposits daily.
   Report account balance to CFO to determine transfer amounts to an investment portfolio.

3. Daily mail pick-up at the Post Office, open, sort and distribute mail.

4. Process pledge commitments and enter information onto donor system.

5. Process credit card charges.

6. Process campus payroll deductions and enter information onto pledge system.

7. Maintain individual ledgers on campus drive pledges that are paid through the payroll
deduction payment plan.


10. Prepare gift reports monthly for reconciliation with general ledger.

11. Perform semi-monthly payroll and 401(k) processing.

11. Prepare quarterly payroll reports and process W-2s.

12. Assist CFO with employee benefit programs.
13. Input deposits, other than contributions, into cash receipts system. Sort and code deposits, input into accounting system, reconcile deposits to the system and prepare bank deposit for these receipts.

14. Responsible for processing new fund information and/or updating changes or amendments to existing funds for accounting, donor systems and/or scholarship services.

15. Assist with developing and maintaining the fund filing system.

16. Manage Foundation car checkout and calendar.

17. Perform other duties and responsibilities as requested.

**Education and Experience Required:**

Bachelor’s degree preferred
Requires a minimum of 5 years of related professional experience.

**Knowledge, Skills, and Abilities:**

Experience in accounting and payroll processing. Proficiency with computers and the Microsoft Office environment. Ability to learn and use the Foundation database and accounting software systems. Time management skills, the ability to multi-task under pressure, strong organizational and project management skills. Work with minimal supervision and direction along with a high degree of accuracy. Work effectively with others and support organizational goals. Provide timely response to requests for information, service, and assistance. Demonstrate a positive and productive attitude. **Confidentiality is a must.**

I have read and understand the essential functions of this position as outlined above.

_______________________________      _________________
Employee’s Signature                Date

Position description reviewed and approved by:

___________________________________________
Supervisor

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Date