AUBURN
Human Resources

Spec, Gift Accounting

Job Description

JOB INFORMATION

Job Code	OA10
Job Description Title	Spec, Gift Accounting
Pay Grade	UA04
Range Minimum	$48,070
33rd %	$54,480
Range Midpoint	$57,690
67th %	$60,890
Range Maximum	$67,300
Exemption Status	Exempt
Organizational use restricted to the following divisions	109 Senior VP-Advancement
Approved Date:	5/15/2025 5:09:41 PM

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Development Support

JOB SUMMARY

The Gift Accounting Specialist is a key member of the Advancement team whose daily work contributes to a comprehensive dataset of alumni and constituent information. With a focus on accuracy, the Gift Accounting Specialist actively records gift, biographical, and other related data to ensure the most comprehensive database of record possible for AU Advancement.

RESPONSIBILITIES

- Researches and analyzes relevant documentation and inputs data from the receipt of gifts from donors to Auburn University, Auburn University Foundation, Auburn University Real Estate Foundation, Tigers Unlimited Foundation, and Auburn Alumni Association. Accurately determines donor intent and gift purpose in recording gift checks and other giving instruments in donor records systems. Processes gifts and pledges in accordance with Auburn University, CASE policies, and IRS regulations.
- Maintains familiarity with policies, processes, and procedures for all types of gift transactions, including but not limited to pledges, cash, matching gifts, payroll gifts, stock, and gifts-in-kind.
- Responds to inquiries from Advancement and donors regarding gifts and pledges.
- Ensures timely gift and/or records updates, allowing for receipts and record changes to be made according to leading industry practices.
- Enhances business processes, including automation where possible, for uploading and reconciling data from various sources into the fundraising system of record and other integrated systems.
- Works closely with staff across Advancement, including finance, IT, and fundraising colleagues, to standardize and streamline the setup, facilitation, and execution of gift agreements, allocation creation, and related entries or coding assignments across systems.
- Ensures the accuracy of data and gift information to provide for the most comprehensive record-keeping possible. Maximize the use of CRM database tools and business processes to find efficiencies and expedite data input and ensure gift batches are accurate and reconciled. Accuracy of data and gift information contributes to comprehensive reporting, including industry and university reports (e.g. surveys, year-end compliance, 990s, and financial reporting).
- Applies organizational policies and procedures, particularly as they relate to gift accounting standards.
- Maintains the highest degree of confidentiality.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor.

Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	with no specific discipline.	and	3 years of	Experience in data management, data analysis, financial support services, business operations, and/or administrative/clerical support.	Or
Master's Degree	with no specific discipline.	and	1 year of	Experience in data management, data analysis, financial support services, business operations, and/or administrative/clerical support.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Auburn University, Auburn University Foundation, and Advancement policies and procedures.	And
Knowledge of IRS and CASE guidelines.	
Comprehension of Excel, data systems, accounting and finance.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.

Travel Requirements:

None Required