

Accounting / Development Coordinator

The Project Veritas mission is to investigate and expose fraud, corruption, dishonesty, self-dealing, waste and other misconduct in both public and private institutions such that it creates a wave of critical mass to compel reform. In short, we are a catalyst for a more just, ethical and transparent society. Because of our success, we are growing and need help. This unique position will expose you to both the donor relations and accounting aspects of working at a non-profit organization. The Veritas movement is the answer to the question, "What can I do?" Our mantra is **Be Brave. Do Something**. Our expectation is that this describes you.

We are looking for someone with a natural curiosity for analyzing trends in data, is detailed oriented and will roll up their sleeves to help manage some of our day-to-day business functions to assure meaningful results from their analysis. Confidentiality, excellent organizational skills and accuracy are important qualifications for this position, as well as good customer relations and the ability to communicate clearly. The ideal candidate for this position is a skilled multi-tasker, is reliable and is committed to consistently meeting deadlines. This position is based at PV HQ in Westchester County, NY – just outside New York City.

Main Job Tasks and Responsibilities

- Review and reconcile Donor CRM for accuracy of donor gifts
 - Reconcile Donor CRM weekly to bank account activity
 - Assure accuracy in recording of all third-party gifts with soft credits
 - Maintain accuracy of Donor Account information
- Adhoc analysis of Donor data
 - Work with Development Executives to gather and analyze donor data for the purpose of segmenting data to create solicitation sub-groups of donors to receive targeted solicitation materials
 - Research and summarize wealth screening data of new and existing donors
 - Participate in systems analysis to assure the flow of information from all third-party vendors are integrated in the CRM in a timely fashion
- Correspond and communicate with donors and respond to inquiries
- Produce donor reports as required
- Maintain confidentiality of organizational information

Education and Experience

- Four-year Bachelors' degree in accounting / finance or charitable planning from an accredited college
- Experience working in a fast paced, growing organization (non-profit experience a benefit)
- Knowledge of relevant software (Blackbaud), Microsoft Office products and QuickBooks

- Proficient in data entry and management

Key Skills and Competencies

- Organizing and prioritizing
- Attention to detail and accuracy
- Confidentiality
- Judgment
- Communication skills
- Vendor relationship skills
- Information management skills
- Problem analysis and problem-solving skills
- Team work
- Professional integrity
- Ability to meet deadlines