

Program Service Revenue Specialist
University at Buffalo, The State University of New York

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Posted Nov. 19, 2019, set to expire Mar. 20, 2020

Job Title	Program Service Revenue Specialist
Department	U.B. Foundation
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 19, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services Institutional Advancement
Job Website	http://www.ubjobs.buffalo.edu/postings/22633

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Job Description

The position is responsible for processing program service revenues, scanning revenue transactions and documentation. The position will assist the Program Service Revenue Coordinator in daily departmental activities along with providing back up coverage.

The position will also be responsible for assisting the Revenue Processing team with recording and processing of gift revenues.

Responsibilities for this position include:

Program Service Revenue Processing - 60%

- Analyze program service revenue batches and enter into accounting system (AccuFund).
- Process deposits to bank using Remote Deposit.
- Process daily web based credit card transactions (UBF Checkout and iModules), including any

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refunds or voids.

- Manually process credit card payments received via mail.
- Post daily credit card activity for select university programs, including Uniform Data Systems, Center for the Arts, and Speech-Language and Hearing Clinic.
- Complete monthly transaction report for Revenue Manager and UBF leadership.
- Scan deposit documentation and other relevant account documents into accounting system.
- Maintain/Scan/File monthly deposit transmittals and documentation.
- Assist and log daily deposits from account holders.
- Contact account holders as needed when there are discrepancies in deposits.
- Provide backup coverage for the Program Service Revenue Coordinator.

Gift Revenue Processing - 30%

- Scan journal entries, gift documents and pledge documents into donor database (Advance).
- Research donor information and proof gift batches on donor database.
- Retrieve, log and report daily online gift activity.
- Assist in processing gift deposits to bank using Remote Deposit.

Miscellaneous Responsibilities - 10%

- Assist in maintaining and updating departmental policy and procedures.
- Perform other data entry and scanning projects as assigned.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact