

Revenue Operations Specialist
University at Buffalo, The State University of New York

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Posted Jul. 17, 2024, set to expire Nov. 16, 2024

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| Job Title | Revenue Operations Specialist |
| Department | U.B. Foundation |
| Institution | University at Buffalo, The State University of New York Buffalo, New York |
| Date Posted | Jul. 17, 2024 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Institutional Advancement Fiscal Services |
| Job Website | https://www.ubjobs.buffalo.edu/postings/51637 |

Apply By Email

Job Description

Your future begins here - great benefits, great people. Join us today! The [University at Buffalo Foundation \(UBF\)](#) is searching for a **Revenue Operations Specialist** to join our team.

Responsibilities for this position include, but are not limited to:

- Process, record, and reconcile gift and pledges in a timely and accurate manner
- Maintain and update donor biographical information in fundraising (Advance) database as necessary
- Deposit daily revenues to banks using remote deposit capture (RDC) technology
- Scan selected gift information into fundraising (Advance) and accounting (AccuFund) databases
- Assist with logging of daily deposits that are received from account holders and donors

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- Generate and distribute pledge reminders on a weekly and monthly basis relating to contributions receivable
- Provide training, customer service, and oversight of daily transactions to the third-party e-commerce solution (UB Marketplace) that allows departments to accept credit and debit card payments for products and services

Outstanding Benefits Package

Working at UBF comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness.

Visit our UBF benefits website to learn about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Contact Information

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

Contact