Our company is looking for a records specialist. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for records specialist

- Gain a complete knowledge of all procedures related to the data entry functions assigned to Development and Institute Relations
- Verify all gifts received using their corresponding source materials
- Maintain the accuracy and integrity of ALL data in the alumni/development database by identifying and researching missing data and gift/pledge problems and assisting in special database cleanup projects
- Understand the ramifications of IRS, FASB, CAE, PCI, FERPA, and NACUBO rules governing how the Institute processes and acknowledges donations and maintains records on individual constituents
- Perform retrievals from the database as necessary for ad-hoc information that will assist in answering/solving questions about any constituent's data or for daily processing needs
- Possess an overall knowledge of the entire alumni/development database, and how it functions to support DIR and the Institute at large
- Be able to assist staff members with questions relating to how the database functions in support of ALL advancement programs
- Have the ability to work in a team atmosphere, contributing whenever needed to fulfill divisional goals
- Attend all divisional and departmental meetings as required
- Participate in other Development and Institute Relations events and projects as shall be deemed necessary to support the broader goals of the department

Qualifications for records specialist

- Have years of effective experience with computerized database systems
- Be computer literate with experience in word-processing and spreadsheet software familiarity with the internet
- AND Advanced experience with Enterprise Content Management
- Computer knowledge in Microsoft Office products
- Five (5) or more years of clerical experience, two (2) of which must have been in records management, office management, public library, or administrative experience