

Virginia Tech would like to invite applicants for the position of:

Director of Gift Accounting

Exciting opportunity within University Development at Virginia Tech as a Director of Gift Accounting. Gift Accounting needs a dynamic and flexible leader to manage the day to day gift processing and revenue integrations. The position will also be leading the VTAF revenue transition.

Duties and Responsibilities:

- Evaluate gift documents and record gifts and pledges of all types to the university reflecting the wishes of our donors and according to the university, CASE guidelines, and IRS regulations, as well as reconcile gift fund accounts to ensure accuracy and completeness.
- Ensure that donor records are maintained in a complete and accurate manner, properly using the varied coding schemes as necessary to reflect the unique specifics of each gift or pledge so that high quality information is available to all authorized parties in the university and the VT Foundation.
- Handle all confidential donor information as mandated.
- Be responsive to queries and requests from departmental, university, and foundation users, as well as donors as appropriate.
- Specifically responsible for planning and coordinating the prompt and accurate processing and reconciliation of all gifts and pledges made to Virginia Tech and entering complex transactions including securities, in-kind gifts, electronic transfers, planned gifts and coordinating gift adjustments with the VT Foundation.
- The position will also be the lead functional subject matter expert for revenue technology integrations and system process setup and enhancements.
- The position will be the functional owner of tools and technologies for revenue processing, including providing project management and writing functional documentation and procedures for new technology implementation as well as upgrades to existing technologies.
- Oversee the daily work flow of all gift entry processors.
- Respond to processor questions, investigate solutions, and resolve routine processing issues, create the daily schedule and make adjustments as necessary.
- Makes decisions independently by determining what gifts can be recorded, determining when adjustments are necessary, and determining how to resolve processing issues.
- Work closely with the senior director of gift accounting and information systems to ensure that daily work flow is as accurate and efficient as possible.

Virginia Tech is an EOE employer.

Quick link: <https://careers.pageuppeople.com/968/cw/en-us/job/520258/director-of-gift-accounting>