



Ronald McDonald House Charities Augusta
1442 Harper St. Augusta, GA 30901 (P) 706-724-5901 • (F) 706-722-0884
www.rmhcaugusta.org
“Keeping Families Close”

Ronald McDonald House Charities of Augusta Position Description

Position: Finance and Development Associate

Position Summary: Responsible for the maintenance of financial records including accounts receivables and accounts payables. The Finance and Development Associate will function as the key person in the entering and maintaining of all donor records.

Position Reports To: Director of Development and is evaluated annually.

Nonexempt **Exempt (check one)**

Hours: Monday through Friday from 8:30 a.m. – 5:00 p.m. or as otherwise necessary. Occasional nights and weekends for special events.

Primary Duties/Responsibilities:

Administrative:

1. Serve as administrator for donor relationship platform Exceed
2. Enter receivables into Exceed database
3. Process account payables
4. Maintain financial records in QuickBooks
5. Ensure pledged amounts are collected in timely manner
6. Extract data from Exceed for Office of Development as needed.
7. Maintain filing system with all financial documents
8. Conduct fundraising and prospect research, as well as respond to donor inquiries.

Other:

1. Participate in Staff meetings
2. Complete monthly financial reports
3. Participate in annual audit by outside vendor
4. Assist in fundraising events
5. Perform other duties as assigned

Physical Demands:

1. Talking and hearing essential for communication
 2. Able to lift and transport up to 20 pounds
 3. Physically able to climb stairs and perform small maintenance tasks as needed
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Qualifications:

- Bachelor's degree or appropriate work experience
 - Excellent skills in the area of communications, organization, time management, decision-making and problem solving
 - Adept at accounting software and new technologies
 - Ability to work with volunteers and donors
 - Ability to work with minimal supervision
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To Apply: Send your Cover Letter and Resume to Cody Smith at csmith@rmhcaugusta.org

Disclaimer:

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this is intended to be an accurate reflection of the current position, management reserves the right to revise the position or to require that other or different tasks be performed when circumstances change (i.e. emergencies, changes in personnel, workload, rush jobs, or technological developments).