



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

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Job Board Posting



Careers.Indigenous.Link

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ADVANCEMENT ANALYST

Job ID	63421-8541	
Web Address	https://careers.indigenous.link/viewjob?jobname=63421-8541	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2024-07-02	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

McMaster University fuels curiosity, inquiry and discovery. Every day, we push the boundaries of knowledge through our world-class, interdisciplinary research and our ground-breaking approaches to teaching and learning. Our students, researchers and staff are among the best and brightest. University Advancement (UA) at McMaster University is an integrated department that encompasses the areas of Development, Alumni Engagement, Stewardship, and Advancement Services & Operations, working collaboratively with McMaster's Faculties and units across campus to build relationships and resources on behalf of the University. It is our values that help us to achieve our vision and mission; they are integrity, quality, respect, service, strategy and teamwork. McMaster's Advancement Services & Operations team strives to provide top level service to our key stakeholders, including funders, friends and alumni, as well as colleagues and partners from across the University. Our award-winning team endeavours to be among the leading providers of high-quality, innovative services in the advancement field.

Job Summary
The Advancement Analyst is responsible for managing the timely processing and acknowledgement of all gifts, pledges, pledge payments, matching gifts, memorial gifts, and other contributions, as well as the updating of biographical data. The Advancement Analyst will process sensitive information, and must maintain a high level of confidentiality. The Advancement Analyst is the gift subject matter expert and a principle change-agent of the unit, promoting efficiencies in gift processing and workflow.

- Accurately enter gifts, pledges, and pledge payments of all tender and transaction types in the gift system. Review recorded gift and pledge batches for accuracy in gift allocation in alignment with donor instructions. Peer-review gift entry records.
- Generate and proof gift receipts;
- Perform all aspects of the gift recording process with complete accuracy for the generation of accurate tax receipts in compliance with University protocols and government requirements by completing daily cash transmittals.
- Ensure data entry accuracy with respect to the set up of pledges and ensure that pledge payments are allocated to the appropriate open pledges.
- Work with internal and external professionals in a professional capacity to process complicated gifts and biographical updates.
- Perform a treasury function by ensuring that all processed cheques and credit cards are recorded in the University's on-line cashier system, and deliver the required paperwork to the cashier's office.
- Use mass-update mechanisms (via Ellucian Advance interface) to review electronic gift data batches and systematically upload gift data.
- Balance and reconcile pledges. Biographical Updates
- Create new funder records and modify existing records, update of biographical data.
- Research, enter, and maintain engagement and biographical information in the development information system by creating and maintaining entity records for funders, prospects, alumni, students, and organizations in alignment with data business rules as established by the office of Advancement.
- Use mass-update mechanisms (Advance Interface), review electronic demographic data batches.
- Add new constituent records to the database as needed, analyze information and populate all appropriate data fields where information is available.
- Process all returned mail; using external sources and vendor services to gather and determine additional

information, such as phone numbers, spouse, date of birth or death, status, etc.

- Research and process obituary and significant life-event data; informing appropriate parties for publication, and as it pertains to prospects and other important constituents.
- Reporting
- Perform non-routine records duties, including research, analysis, and compilation of data related to the private support (gifts) to the University.
- Coordinate the collection, verification, analysis and reporting of financial data.
- Prepare monthly, quarterly and annual reports, reconcile general ledger accounts, and reconcile modified gifts by general ledger adjustments using journal entries.
- Assist with the compilation of statistics, and preparing and distributing status reports reflecting institution data collection activity, and alerting appropriate Advancement and University staff regarding incorrect or missing data.
- Work in collaboration to calculate monthly payroll deductions and reconcile monthly payroll deduction reports, process transfers
- Prepare and provide financial reports for balancing processed credit card transactions.
- Perform general accounting and bookkeeping procedures along with a reconciliation/reporting function.
- Maintain filing systems, both electronic and hard copy.
- Charitable Giving Subject Matter Expert
- Identify and escalate gift acceptance issues pursuant to CRA legislation, internal guidelines, and industry standards.
- Respond to funder inquiries regarding donations and acknowledgements and demonstrate exemplary customer service in all exchanges.
- Develop and deliver training and information sessions on relevant accounting procedures and the use of financial systems to members of the University and decentralized offices.
- Interpret and communicate applicable financial policies, procedures and guidelines to others.
- Answer inquiries via telephone, email, and in person that are specific in nature and require a specialized knowledge of policies and procedures.
- Use formulas and functions to reconcile financial transactions and create spreadsheets.
- Process sensitive information and maintain a high level of confidentiality.
- Prepare and provide foreign exchange rates and conversions to Canadian dollars.
- Change Agent
- Continuously search for opportunities for process improvement to be shared with the team
- Embrace change and help the team implement process improvement initiatives
- Supervision
- Provides functional guidance to others on an ongoing basis.
- Requirements
- Bachelor's degree in a related field of study,
- Requires a minimum of 3 years of relevant experience.

For more information, visit [McMaster University](#) for ADVANCEMENT ANALYST