



Revenue Receivable and Collections Analyst Finance Department

Friends of the Israel Defense Forces (FIDF) was established in 1981 by a group of Holocaust survivors to provide for the wellbeing of the men and women who serve in the Israel Defense Forces (IDF) as well as the families of fallen soldiers. The Israeli Government is responsible for training the IDF and providing them with the necessary tools for their service.

FIDF is committed to providing these soldiers with love, support, and care to ease the burden they carry on behalf of the Jewish community worldwide. FIDF is a vibrant and dynamic organization that connects Jews and non-Jews to the State of Israel through our support of its soldiers.

Educational Requirements:

- Bachelor's degree or equivalent preferred
- Advanced Microsoft Excel skills
- Strong organizational, time management and analytical skills
- Proficient in computer skills, including but not limited to Microsoft Office
- Collaborative workstyle, effective working in and across teams
- Experience with Blackbaud, Financial Edge or Raiser's Edge preferred

Knowledge, skills and abilities:

- A minimum of two years data entry experience
- Experience using Raiser's Edge or other CRM required
- Excellent time management and organizational skills
- Ability to demonstrate the following competencies: teamwork, communication, flexibility - willingness to work flexibly in response to changing organizational requirements and confidentiality

Essential Job Duties:

- Maintain database of program financials
- Enter new pledges for IMPACT! and Adoptions
- Monitor the program's budget and donors with overdue payments
- Align collection due dates with transfer commitment timing
- Work closely with the Program department on IMPACT! and Adoption related issues
- Maintain accurate lists, flow charts and reports
- Review the daily IMPACT! and Adoption gifts and adjust as necessary





- Process timely cash applications including donations, adjustments, pledges and process credit card transactions
- Ensure Quality Assurance for donation Records
- Work with supervisor to ensure database is maintained and updated as indicated
- Manage physical and digital records filing
- Performs other duties as requested
- Reports to the Manager of the Administrators of Donor Records

