

Gift Accountant

The University of Iowa Foundation (UIF) is seeking a Gift Accountant to evaluate and post gift records and establish pledges to benefit The University of Iowa. Other duties include depositing cash gifts, and processing credit card, stock, and other types of gifts.

Qualifications: High school diploma or equivalent required. Associates degree in an accounting or related field preferred. One to three years of accounting experience preferred. Basic understanding of double-entry accounting. Good oral and written communication and interpersonal skills. Special attention to accuracy and detail and the ability to apply grammar and punctuation standards to incoming data for online entry.

To apply, send cover letter and a current resume by **May 9** to: Gift Accountant Search, UI Foundation, P.O. Box 4550, Iowa City IA, 52244-4550, OR email it to: **hr@uifoundation.org**

The UI Foundation does not discriminate in employment (M/V/F/D/GI). All qualified applicants are encouraged to apply. To learn more about our organization, visit us at: www.uifoundation.org