

***Data Entry Coordinator - Remote***

**FrontStream** is seeking a **Data Entry Coordinator** to join our Financial Operations Department in support of the charitable giving and volunteer programs we administer for our clients.

***Company Overview:***

FrontStream is the industry leading organization of SaaS fundraising solutions for nonprofits. We provide an integrated, enterprise-wide platform for non-profit fundraising, auctions, donor management, corporate social responsibility (CSR), and payment processing needs via our leading software products. Our team is collaborative, enthusiastic, and delivers on our promises.

Over 10,000 nonprofit and corporate customers use our Intelligent Engagement Platform. We have been serving the nonprofit sector for more than a decade, and we love what we do!

***Position Overview:***

The Data Entry Coordinator is a key member of the Financial Operations Department supporting high volume payment processing activities. As a **Data Entry Coordinator**, you will process large volumes of records, assist customer support in resolving client issues, and engage in ground level research for database management. The ideal candidate will have superior organizational skills and be detail oriented. This position requires a highly analytical team player with good interpersonal and communication skills.

***Required Knowledge, Skills and Abilities include:***

- Bachelor's degree, or 2 years of relevant work experience
- Proficiency in MS Office including Microsoft Excel's data analytic functions
- Experience with database management
- Must have excellent written and verbal communication skills. Customer service experience is a plus
- The ideal candidate will have the ability to learn complex material quickly, allocate time efficiently across projects with competing deadlines, and work both independently and in team environments
- Strong trouble-shooting and problem-solving capabilities are a must

The company is headquartered in Reston, VA with an additional office in Toronto, ON. FrontStream is an equal opportunity employer. The successful applicant will have proven eligibility to work in the United States.

Interested candidates should send their resume and references to: [careers@frontstream.com](mailto:careers@frontstream.com), with "**Data Entry Coordinator**" in the subject line.