

Operations Specialist- Reston, VA- Temporary Position

FrontStream is seeking a **temporary Operational Specialist** to join our team in Reston, VA team **from August to November 2017**.

Company Overview:

FrontStream is the industry leading organization of SaaS fundraising solutions for nonprofits. We provide an integrated, enterprise-wide fundraising platform for all your fundraising, auction, donor management, corporate social responsibility (CSR), and payment processing needs via our leading social innovation 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 **Operations Specialist** is a key member of the Financial Operations Department supporting high volume payment processing activities from our charitable giving, matching, and volunteer programs we administer for our clients. As an Operations Specialist, you will perform tasks related to data capture and verification, office management and reporting.

Requested Knowledge, Skills and Abilities include:

- A minimum of 1-2 years relatable job experience in finance, accounting or operations field
- The candidate must have superior organizational skills and experience which displays detail-oriented aptitude
- Job applicant should also be a team player and can work well independently and with others
- Must have good written and verbal communication skills, the ability to work under deadlines, and maintain poise in high pressure situations
- Demonstrated experience with Microsoft Office strongly preferred
- The ideal candidate will display the ability to quickly learn and master proprietary web-based systems and other tools
- Candidate must be comfortable working within a growing and entrepreneurial organization and have energetic, results-oriented attitude

The company is headquartered in Reston, VA with offices in Cambridge, MA, Lancaster, PA, Toronto, ON and West Melbourne, VIC, Australia.

Interested candidates should send resume, references and salary history to: careers@frontstream.com with "**Op Specialist TEMP- RES**" in the subject line. No phone calls please.

FrontStream is an equal opportunity employer. The successful applicant will have proven eligibility to work in the United States.