

***Financial Operations Analyst - Reston VA***

**FrontStream** is seeking an energetic, results-oriented **Financial Operational Analyst** to join our Financial Operations Department in **Reston, VA** in support of the charitable giving, matching, 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 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 Financial Operations Analyst is a key member of the Financial Operations Department supporting high volume payment processing activities. As a **Financial Operations Analyst**, you will perform reconciliation tasks, process large volumes of check deposits, create reports, assist customer support in resolving client issues, and ensure accurate recordkeeping. The ideal candidate will have superior organizational skills and experience which displays detail-oriented aptitude. Job applicant should also be a team player with good interpersonal and communication skills.

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

- Bachelor's degree in business, finance, accounting or information systems; or 3-5 years of applicable working experience in accounting, finance or operations
- A minimum of 1-2 years relatable job experience in finance, accounting or operations field
- Accounting, finance, or bookkeeping experience or education is required
- Demonstrated solid experience with Microsoft Excel strongly preferred
- The ideal candidate will have an aptitude for troubleshooting and problem solving and the ability to quickly learn and master proprietary web-based systems and other tools
- Must have excellent written and verbal communication skills, the ability to work under deadlines, maintain poise in high pressure situations, and have a keen interest in finance/operations
- 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](mailto:careers@frontstream.com) with "**Financial Op Analyst-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.