

Supervisor of Funds Processing and Distribution - Reston VA

Frontstream is seeking a ***Supervisor of Funds Processing and Distribution*** to join our Financial Operations Department in **Reston, VA** 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 position is a key member of the Financial Operations Department supporting high volume payment processing activities. As a ***Supervisor of Funds Processing and Distribution***, you will oversee the funds processing and distribution for all products managed by the Fund Operations Department. You will be responsible for the proper and timely execution of client deliverables, internal controls, and other items as assigned. The ideal candidate will have superior organizational skills and be detail oriented. The position requires a highly analytic team player with good interpersonal and communication skills.

Requested Knowledge, Skills and Abilities include:

- Bachelor's degree in finance, accounting or related field with at least 4 years of relevant experience.
- Proficiency in MS Office including Microsoft Excel's data analytic functions.
- Experience with payments processing, corporate banking procedures, PCI compliance, and financial audits.
- Must have excellent written and verbal communication skills.
- Experience problem solving with a variety of team and have working knowledge of the functions and roles of developers, customer support, account management, sales, and product management.
- Strong trouble-shooting and problem-solving capabilities are a must.

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

Interested candidates should send resume, references and salary history to: careers@frontstream.com with "***Supv FP&D - 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.