



DATA PROCESSING REPRESENTATIVE

Are you a detail-oriented and organized individual with above-average data entry skills? Do you thrive in roles that demand precision and accuracy? If this describes you, Samaritan's Purse Canada (SPC) is seeking an individual to fill the role of Data Processing Representative to join our team.

Samaritan's Purse is a Christian international relief organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet the needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through His Son, Jesus Christ.

As a Data Processing Representative, your role is to conduct thorough data entry and input recurring donations, handle mail opening and processing with precision, and perform daily reconciliation to maintain financial integrity. As an integral member of the Information Technology department, this role will help SPC carry out its mission and objectives through participation in daily prayer ministry.

The successful candidate will fulfill a full-time permanent position in the Calgary head office. This position includes a comprehensive benefits package, including life insurance, medical/dental and short-term/long-term disability, RRSP contributions after one year of employment, and 15 vacation days per year to start.

Key responsibilities include but are not limited to:

- Accurately and efficiently enters all data and donation batches into the system
- Manages the monthly recurring donations, including deposits, reconciliations, and the release of funds for deposit
- Regularly generates receipts and conducts thorough data examination for quality assurance, precise printing, and accurate counting
- Takes charge of the daily operations of the Folder/Inserter machine, including maintenance, troubleshooting, and service calls
- Executes daily mail routines swiftly and accurately, offering valuable support in mailing and miscellaneous premium activities
- Sorts, counts, opens, codes and routes daily mail efficiently
- Prepares cheque batches for scanning into the bank account
- Scans and deposits cheques via the bank software, and processes credit card donations on a timely basis
- Prepares all other deposits to go to the bank, and double checks for accuracy

Qualifications:

- Qualified applicants must be committed to Christian values and precepts and be in agreement with the Samaritan's Purse Statement of Faith
- Post-secondary diploma and/or experience in Office Administration or data entry
- Proficient in Microsoft Office Suite
- Excellent data entry skills
- Detail oriented, consistent, accurate and efficient
- Ability to perform routine work in a fast-paced team environment
- General understanding of financial principles
- Able to work independently, with minimal supervision and also be a team player
- Proven ability to maintain confidentiality of records and information
- Well-organized with ability to prioritize

Note: Staff must be in agreement with the Samaritan's Purse Statement of Faith and be committed to Biblical values, precepts and conduct. We thank all applicants for their interest; however, only qualified candidates will be contacted for an interview.

No phone calls please.



Contact Information:

To respond to this opportunity, please forward your resume together with a cover letter [detailing your passion for Christian ministry employment](#) to:

Attention: Human Resources

20 Hopewell Way NE, Calgary, AB T3J 5H5

Email: employment@samaritan.ca

Application Deadline: Open until a suitable candidate is selected.

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