



DATA PROCESSING MANAGER

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.

Samaritan's Purse Canada (SPC) is seeking a Data Processing Manager who will be responsible for training, equipping and overseeing the timely and efficient work of the Data Processing team as they process daily mail, enter and manage donations, process donation receipts and maintain the data quality in the corporate constituent database. The Data Processing Manager will also oversee the seasonal Operation Christmas Child (OCC) Data Processing Team, which consists of hiring, training managing of the seasonal staff. Responsible for the seasonal project budget and ensuring the outcomes of the team meet the donation processing and data quality requirements. The Data Processing Manager is the key liaison with the Finance Department, coordinating the closing of the day, month and year, as well as ensuring adjustments are handled in accordance to finance standards. The Data Processing Manger will be a key liaison to the Application Services Team ensuring the maintenance of all constituent data maintained in constituent databases is accurate and trustworthy, identifying gaps in systems and ensuring automated processes are working properly. As an integral member of the Information and 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 office

Qualifications:

- Qualified applicants should be committed to Christian values and precepts and be in agreement with the Samaritan's Purse Statement of Faith.
- Proficiency in the use of MS Office (Outlook, Word and Excel)
- Ability to multi-task, maintaining accuracy and attention to detail
- Ability to maintain confidentiality of records and information
- Ability to read and comprehend instructions and present information professionally, orally, written or technically, with clarity and accuracy
- Demonstrated leadership skills and abilities, training/teaching experience/ ability would be ideal
- Solid administrative and organizational skills
- Flexible, adaptable and works well with a team
- Awareness of effective adult learning principles
- Post-secondary education and/or experience in office administration
- 2 years of supervisory or management experience
- Keyboarding and/or data entry experience
- Understanding of general financial principles

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

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.



Application Deadline: Open until a suitable candidate is selected

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