

## **DATA MANAGEMENT**

**Reports to:** This position will report to the Director of Finance, LeRay Smith.

**Job Overview:** Data Management is the backbone of all our RENNER Ministries' functions. They are responsible for processing every donation and product purchase made by phone or through our website as well as maintaining the accounts of our partners. In this position, an eye for detail is key as there is a lot of information that must be processed and accounted for. Someone with an aptitude for numbers and a reliable work ethic is **required** for this position.

### **Responsibilities and duties:**

- Taking product orders and donations by phone
- Verifying and processing online transactions
- Managing and updating recurring donation profiles
- Opening and coding mail
- Creating batches and entering information into the donor system
- Processing remote bank deposits

### **Qualifications**

- High school degree/GED is required.
- Desired: Associates degree or higher in Business Administration or Accounting.
- Previous Data Entry/Bookkeeping experience.
- Must have proficient computer skills.
- Must be analytical, self-motivated, and a team player.
- Other – We prefer that each applicant be connected to a local church.

### **Interested?**

If you would like to apply, please email your resume to [employment@renner.org](mailto:employment@renner.org) with at least one reference from a member of your church, a past employer, and a family member/personal friend.

Thank you for taking the time to consider working with us at RENNER Ministries. Feel free to browse our website ([renner.org](http://renner.org)) or our Renner Ministries YouTube channel to learn more about Rick and Denise Renner and what this ministry is doing around the world.