



Title: Data Entry Clerk

Department: Credit Cards

Reports to: Data Manager

About Us

Our experienced staff understands the importance of expediency and accuracy. At Aegis Processing Solutions, our team has been providing exceptional service to nonprofit and fund-raising organizations across the U.S. for more than 25 years.

Description: Credit card data entry.

Responsibilities:

Sort

- Sort batches of credit card payments to be keyed for the credit card system per client instructions
- Import files to be keyed from various clients

Key

- Key confidential credit card information into various websites
- Key confidential credit card information into Aegis data system
- Balance data entry into both credit card system and Aegis data system

Document Management

- Copy documents as required by client instruction
- Shred documents after appropriate time allowed