



Title: Floater

Department: Data

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: Works in various areas as needed.

Responsibilities:

Scanline

- Keys checks and documents
- Put away work from scanner

Scanline Rejects

- Matches checks and documents
- Sorts rejects for copies, return to donor; to be processed in data

Quality Control - verifies completeness of scanner work

Puts processed checks in the vault

Runs flatbed scanner when needed