



## Data Entry Associate (Part Time)

### About RenPSG

Headquartered and operated in Indianapolis, Indiana, RenPSG is the largest independent philanthropic solutions provider in North America. With more than 30 years of industry knowledge and experience, RenPSG delivers custom solutions that include tax expertise, accounting support, and impeccable client service. We count financial services firms, elite nonprofit organizations, and leading community foundations as our partners. Currently, RenPSG services \$18 billion in assets.

### Culture

We focus on living our mission and values every day:

**Mission:** *To partner with clients to amplify charitable giving in a significant and meaningful manner*

**Values:** *Expectation Shattering Client Service. Commitment to Excellence. Team Above Self. Live with Integrity. Earn through Accomplishments. Accountable for Actions and Results. Continuous Innovation. Community Involvement. Have Fun.*

### Data Entry Associate

The Data Entry Associate supports our gift accounting, tax preparation, client service and operations departments. They will assist with or complete administrative work including data entry, email replies, basic account research, document proofing and basic donor portal questions. Time management, attention to detail and organizational skills are necessary for this role.

### Responsibilities

- Work on projects for mailings including donor statements, charity checks and other email or postal mail outreach
- Assist with entering data for investment transactions
- Perform other administrative duties as requested

### Knowledge, Skills & Abilities

- Flexibility and agility to shift priorities, cross-train, and work as a collaborative team player
- Critical thinking, analytical, and problem-solving skills
- Precise attention to detail, strong time management, and organization
- Excellent communication and interpersonal skills
- Strong business ethics and personal integrity
- Microsoft Office Suite experience – specifically Excel.

***Part time, approx. 20 hours per week, evening shift (3-8 pm) available***

### Applying

Resume and cover letter should be sent to [talent@reninc.com](mailto:talent@reninc.com)