

**PAYMENT PROCESSOR
JOB DESCRIPTION**

DEPARTMENT\DIVISION:	Finance\Administration
JOB CODE & TITLE:	2005 Payment Processor
REPORTS TO:	Chief Financial Officer
JOB PURPOSE:	Performs payment processing and accounting functions
FLSA STATUS:	Non-Exempt

GENERAL FUNCTION: Responsible for payment processing and back office accounting support functions including coordination with creditor relations, counseling and account services, trust transfers, daily banking processes, payroll, and accounts payable.

Essential Duties and Responsibilities

- Apply client payments
- Research and solve payment discrepancies
- Make adjustments to accounts as needed
- Prepare deposits
- Review invoices for appropriate documentation and approval prior to payment
- Distribute signed checks as required.
- Maintain accounts payable reports, spreadsheets and corporate accounts payable files.
- Assists Finance Department staff as necessary.
- Prepares cleared checks for storage.
- Assembles and processes overnight mailings
- Assists in monthly closings
- Prepares analysis of accounts, as required
- Performs filing and copying.

Additional Duties and Responsibilities

- Accomplishes all tasks as appropriate
- Additional duties as assigned

KNOWLEDGE, SKILLS AND ABILITY:

- Ability to problem solve by identifying and resolving problems in a timely manner
- Skillfully gather and analyze information
- Communicate effectively in writing and orally
- Ability to prioritize, organize and plan work activities
- Ability to work under pressure with strict deadlines
- 10 Key and typing by touch
- Attention to detail
- Strong work ethic, dependable and consistently at work and on time

Experience, Education and Licensure

- Two year degree required, four year degree preferred.
- Or equivalent experience/training in bookkeeping, payment processing, accounting or cash management
- Or any combination of the above
- Strong computer aptitude with the ability to proficiently use Microsoft programs with strong skills in Excel.
- Quickbooks experience a plus

Language Skills

- Ability to read, analyze and interpret financial reports and documents
- Ability to respond to common inquiries or complaints from managers, staff, employees
- Ability to effectively present information to management, staff, employees, and vendors

AMERICANS WITH DISABILITY SPECIFICATIONS**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to sit; use hands and fingers, handle, or feel objects, tools or controls; reach with hands and arms; talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, color vision, and the ability to read a computer monitor and written and typed documents.

Work Environment

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to dust, wires, electric currents, computer parts, telephone lines, dogs, moderate noise levels, and other environmental issues.

I have read and understand this explanation and job description.

Signature: _____ Date: _____