AUBURN
Human Resources

Spec, Electronic Pay Services

Job Description

JOB INFORMATION

Job Code	KA51
Job Description Title	Spec, Electronic Pay Services
Pay Grade	FO05
Range Minimum	$37,370
33rd %	$43,600
Range Midpoint	$46,710
67th %	$49,820
Range Maximum	$56,050
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/11/2022

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Procurement & Payment Services

JOB SUMMARY

Assist in administering the University's payment card processes, e-commerce activities, and University-wide compliance with Payment Card Industry Data Security Standards (PCI DSS) for all merchant accounts. Assist with PCI DSS compliance and banking services for the University.

RESPONSIBILITIES

- Assists in facilitating activities to ensure University-wide compliance with the Payment Card Industry Data Security Standard (PCI DSS), industry regulation, and University policies and procedures related to credit card and payment operations. This includes providing both formal and informal training across campus; suggesting updates to websites and mailing lists and assuring that all materials are current; recommends and develops training materials as directed by the Sr. Specialist.
- Serves as the back-up liaison between University departments/merchants and credit card processor for establishment, maintenance and close of merchant accounts, and the administration of the associated hardware and software.
- Assists in setting up new merchants including analysis of departmental needs by running reports, reaching out to support within the departments to gather data and answer questions in order to provide data and information to the Sr. Specialist and providing optional solutions for payment card processing.
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- Assists departments/merchants with basic card terminal usage and troubleshooting any issues or revenue and fee question. Answers frequently asked questions regarding issues or revenue and fees. Refers complex problems or large projects to Sr. Specialist.
- Assists in monitoring internal as well as external third party vendor review of merchant fees and cost containment by running requested reports, gathering data, and making calls as needed.
- Assists the Sr. Specialist in providing basic educating and training merchants on policies, procedures and best practices by preparing materials, making recommendations for updates on existing materials, and coordinating meetings or training sessions. May also provide formal and informal training sessions that are considered routine.
- Assists departments with the effective use of e-commerce solutions (TouchNet Gateway and Marketplace) for online payment card sales.
- Assists the Sr. Specialist and Cash Management Manager with banking services such as retrieving online bank statements and account balances from authorized accounts when directed. Also assists in depositing checks using remote deposit machine.

RESPONSIBILITIES

- May originate, prepare, and approve vouchers, forms, letters, reports and other documents in response to requests.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Business, Finance, or related fields.	and	1 year of	Experience in payment card processes, compliance and e-commerce activities, and financial services to include initiating domestic and international wire payments.	

Substitutions Allowed for Education	Yes

Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Working knowledge of the Payment Card Industry Data Security Standards (PCI) and National Automated Clearing House (ACH) Association Rules and Guidelines (NACHA).	
Strong knowledge of excel and word. Strong written and oral communication skills.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				And
Accredited ACH Professional (AAP)		Upon Hire	Desired	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.