AUBURN
Human Resources

Spec I, Electronic Payment Services

Job Description

JOB INFORMATION

Job Code	KA51A
Job Description Title	Spec I, Electronic Payment Services
Pay Grade	FO06
Range Minimum	$41,110
33rd %	$47,960
Range Midpoint	$51,380
67th %	$54,810
Range Maximum	$61,660
Exemption Status	Exempt
Organizational use restricted to the following divisions	110 SVP-Business & Administration & CFO
Approved Date:	9/29/2026 3:03:03 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Supports electronic payment services, merchant operations, treasury activities, and Payment Card Industry Data Security Standards (PCI DSS) compliance initiatives across the University. Assists with merchant account administration, payment processing systems, stakeholder training, and banking operations while providing technical and operational support to promote secure, compliant, and efficient payment card services.

RESPONSIBILITIES

- Supports University-wide compliance with Payment Card Industry Data Security Standards (PCI DSS), applicable industry regulations, and University policies governing electronic payment operations. Assists with compliance initiatives, contributes to the development and maintenance of educational resources, and provides formal and informal guidance to campus stakeholders regarding payment card requirements and best practices.
- Serves as a secondary point of contact between University departments, merchants, and payment service providers regarding the establishment, maintenance, and closure of merchant accounts, as well as related payment processing hardware and software.
- Monitors merchant fee structures and cost-containment initiatives by compiling reports, analyzing transaction data, gathering supporting documentation, and assisting with vendor and merchant communications.
- Supports merchant education and outreach efforts by coordinating training activities, maintaining instructional materials, and providing guidance related to payment card operations, compliance requirements, and industry best practices.
- Assists departments with the implementation, maintenance, and effective use of University-supported e-commerce platforms, including TouchNet Gateway and Marketplace, to facilitate secure online payment processing.
- Supports treasury and banking operations by retrieving bank statements and account balance information from authorized accounts, processing remote deposits, and assisting with routine banking activities in accordance with established policies and procedures.
- Prepares, processes, and maintains vouchers, forms, correspondence, reports, and other documents in support of electronic payment, merchant services, treasury, and compliance operations.

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	
High School Diploma or GED		and	5 years of	experience in payment card processes, compliance and e-commerce activities, and financial services to include initiating domestic and international wire payments.	Or
Bachelor's Degree	Business, Finance, Accounting, 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.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of payment card industry (PCI-DSS) standards and compliance requirements.	
Knowledge of electronic payment processing systems, merchant services, and merchant services operations.	
Knowledge of treasury, banking, and cash management principles.	
Ability to analyze and resolve complex operational issues.	
Ability to interpret and apply policies and procedures.	
Ability to manage multiple priorities while maintaining accuracy and attention to detail.	
Strong interpersonal, organizational, and communication skills.	
Proficiency with financial systems, reporting tools, and Microsoft Office applications.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Accredited ACH Professional (AAP)	Upon Hire	Desired	Or
	Certified Payments Professional (CPP)	Upon Hire	Desired	Or
	Certified Treasury Professional (CTP)	Upon Hire	Desired	Or
	PCI Professional (PCI)	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				15 lbs
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.