AUBURN
Human Resources

Spec II, Electronic Payment Services

Job Description

JOB INFORMATION

Job Code	KA51B
Job Description Title	Spec II, Electronic Payment Services
Pay Grade	FO07
Range Minimum	$44,460
33rd %	$53,360
Range Midpoint	$57,800
67th %	$62,250
Range Maximum	$71,140
Exemption Status	Exempt
Organizational use restricted to the following divisions	113 AVP-Financial Services/Controller
Approved Date:	9/29/2026 3:05:54 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Performs advanced electronic payment services, merchant services, compliance, and treasury support functions for the University. Coordinates PCI-DSS compliance activities, assists with administration of payment processing systems, supports treasury operations, conducts training and outreach for campus stakeholders, performs financial control activities related to wire transactions and merchant operations, and serves as a technical resource for electronic payment solutions. Exercises independent judgement in resolving complex operational issues and supports the University's financial compliance and risk management objectives.

RESPONSIBILITIES

- Coordinates and supports University wide PCI-DSS compliance activities, annual merchant reviews, and remediation efforts.
- Assists departments with implementation, administration, and support of payment card services and electronic commerce solutions.
- Administers and supports TouchNet, PayConex, and related payment processing systems.
- Coordinates PCI Security Awareness training and maintains associated compliance documentation.
- Monitors merchant account compliance with University, banking, and industry requirements.
- Processes, reviews and maintains documentation for wire transfers and related financial control processes.
- Provides treasury operations support through maintenance of Sympro data and related reporting activities.
- Analyzes merchant and payment processing issues and recommends operational solutions.
- Provides formal and informal training to campus departments regarding payment card policies, procedures, and best practices.
- Serves as a technical resource for payment services operations, system administration, and merchant support.

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	7 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	3 years 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	
	Certified Payments Professional (CPP)	Upon Hire	Desired	Or
	Certified Treasury Professional (CTP)	Upon Hire	Desired	Or
	PCI Professional (PCIP)	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			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.