AUBURN
Human Resources

Sr Spec, Electronic Pay Services

Job Description

JOB INFORMATION

Job Code	KA52
Job Description Title	Sr Spec, Electronic Pay Services
Pay Grade	FO09
Range Minimum	$54,190
33rd %	$66,840
Range Midpoint	$73,160
67th %	$79,480
Range Maximum	$92,130
Exemption Status	Exempt
Organizational use restricted to the following divisions	113 AVP-Financial Services/Controller
Approved Date:	10/2/2026 3:56:23 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

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

RESPONSIBILITIES

- Serves as a liaison between University departments, merchants, and credit card processors for the establishment, maintenance, and close of merchant accounts and the administration of the associated hardware and software.
- Facilitates 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.
- Advises department and merchants on campus to assist with card terminal usage and troubleshooting any issues or revenue and fee questions.
- Analyzes departmental needs, establishes new campus accounts, and provides optional solutions for payment card processing. Monitors internal and external third party vendor review of merchant fees and cost containment initiatives. Advises departments with the effective use of e-commerce solutions (TouchNet Gateway and Marketplace) for online payment card sales.
- Develops, implements, and maintains University Payment Card Policy and Procedures, including educating, training, and counseling merchants on policies, procedures, and best practices. Analyzes and interprets policies, complex industry standards, and state and federal regulations.
- Maintains knowledge of subject matter expertise, including pending changes to standards, on payment card transactions processing, payment card industry, and compliance with PCI DSS to serve as a resource to departments that accept payment cards.
- Prepares and executes domestic bank wires and online foreign exchange payments.

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 supervise employees but supervision is not the main focus of the job.

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	8 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	Degree in Business, Finance, or related fields.	and	4 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 Data Security Standards (PCI DSS) and National Automated Clearing House Association (NACHA) Rules and Operating Guidelines.	
Knowledge of banking operations, treasury management practices, and electronic payment processing systems.	
Knowledge of applicable regulatory requirements, legal compliance obligations, industry standards, and best practices related to financial operations and payment services.	
Ability to work effectively with diverse populations and stakeholders while fostering collaborative relationships.	
Ability to manage multiple priorities, maintain attention to detail, and meet deadlines in a fast-paced environment.	
Strong interpersonal skills with the ability to collaborate effectively as part of a team and build productive working relationships.	
Excellent written and verbal communication skills, including the ability to communicate complex information clearly and professionally.	
Strong organizational skills, with the ability to effectively manage correspondence, documentation, and workflow through email and electronic systems.	
Proficiency with Microsoft Excel, online banking platforms, treasury management systems, and other business-related software applications.	
Strong customer service orientation with the ability to exercise initiative, assume responsibility, and work independently while contributing to team objectives.	
Demonstrated ability to establish and maintain effective working relationships with employees, managers, financial institutions, merchants, and third-party vendors.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Accredited Automated Clearing House professional (AAP)	Upon Hire	Desired	Or
	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			
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.