
Auburn University Job Description

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|--------------|-----------------------------------|----------|------------------------------|
| Job Title: | Coord, Electronic Pay Svcs | Level I | Grade 29 \$25,000 - \$41,700 |
| Job Code: | DF11 | Level II | Grade 30 \$28,000 - \$46,700 |
| FLSA status: | Non-exempt | | |

Job Summary

Coordinates the University's online payment accounts and services programs.

Essential Functions

1. Administers and communicates policies and procedures to ensure compliance with PCI and ACH regulations.
2. Serves as an information resource to other departments on campus.
3. Establishes new campus merchant accounts and trains and counsels employees responsible for daily account maintenance.
4. Accesses, monitors, and updates online bank account information.
5. Acquires and communicates ACH regulations and procedures and facilitates necessary changes to AU policies and procedures.
6. Monitors, manages, and reconciles the university-wide online payment system.
7. Serves as administrator of the University's bank account websites.

Supervisory Responsibility

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

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.



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Job Family Levels

| Level | Responsibility | Knowledge | Education and Experience* |
|-------|---|--|---|
| I | Performs a variety of nonstandard assignments. Resolves routine questions and problems. Work is performed under minimal supervision. | Knowledge of extensive body of rules, precedents, procedures, applicable to administrative support work. | High school diploma or equivalent plus 4 years. |
| II | Performs a wide variety of nonstandard, specialized assignments and resolves complex problems or questions. Work is performed under occasional supervision. | Knowledge of extensive body or rules, precedents, procedures applicable to administrative support work. | High school diploma or equivalent plus 6 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent. |

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

Level I High school diploma or equivalent plus 4 years.

Level II High school diploma or equivalent plus 6 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

High School Diploma or equivalent

Focus of Experience

Experience with credit card merchants, Automated Clearing House, and financial support services

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Certification or Licensure Requirements:

None Required

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 9/5/2014
