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## Auburn University Job Description

Job Title: **Spec, Electronic Pay Svcs**

Job Family: No Family

Job Code: **KA51**

Grade FO05 \$33,600 - \$50,400

FLSA status: Exempt

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### 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.

### Essential Functions

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. Assists departments with the effective use of e-commerce solutions (TouchNet Gateway and Marketplace) for online payment card sales.
8. 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.
9. May originate, prepare, and approve vouchers, forms, letters, reports and other documents in response to requests.
10. Performs other duties as assigned.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to

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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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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Business, Finance, or related fields.
<b>Experience (yrs.)</b>	1	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:**

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.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

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.

#### **Certification or Licensure Requirements**

None required. Accredited Automated Clearing House professional (AAP) certification is desired.

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### 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, .

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 25 pounds.

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

Date: 5/11/2022

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