

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
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/4/2022

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.
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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 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	
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.	

Substitutions Allowed for Education	Yes
<i>Substitution 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.</i>	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of the Payment Card Industry Data Security Standards (PCI) and National Automated Clearing House Association Rules and Guidelines (NACHA).	
Knowledge of general banking operations.	
Knowledge of applicable regulatory and legal compliance obligations, rules and regulations, industry standards and practices. Ability to work in a diverse population.	
Ability to multi task.	
Superior interpersonal and teamwork skills.	
Excellent written and oral communication skills.	
Ability to communicate through email; well-developed organizational skills.	
Computer and online application skills to include Excel, an online banking platforms, and Cash Management's treasury management system.	
Strong customer service orientation; ability to assume responsibility, take initiative, and work independently and in teams.	
Demonstrated ability to build relationships with different contingencies including employees, managers, and third party vendors.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None Required.				And
	Accredited Automated Clearing House professional (AAP) certification		Desired	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other
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PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
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.