
Auburn University Job Description

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

Job Family: No Family

Job Code: **KA52**

Grade FO09 \$48,700 - \$82,800

FLSA status: Exempt

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.

Essential Functions

1. 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.
2. 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.
3. Advises department and merchants on campus to assist with card terminal usage and troubleshooting any issues or revenue and fee questions.
4. 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.
5. 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.
6. 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.
7. Prepares and executes domestic bank wires and online foreign exchange payments.
8. Performs other duties as assigned.

Supervisory Responsibility

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

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>
Education	Four-year college degree	Degree in Business, Finance, or related fields.
Experience (yrs.)	4	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

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.

Certification or Licensure Requirements

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

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, .

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

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Date: 3/4/2022

