



Example of Payment Coordinator Job Description

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Our company is looking for a payment coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for payment coordinator

- Proper utilization of the RSTS system
- Assist in the completion of various projects that are mailed payment related
- Open and sort incoming daily packages received from third party vendors
- Proper utilization of the RPC station
- May make effective independent decisions, when necessary
- May be trained to support multiple payment processes
- Reviews and processes incoming/outgoing ACH files
- Contacts Relationship Managers or Customers for ACH Suspension approvals
- Provides support to customer facing associates for ACH transactions
- Will be required to work a holiday rotation

Qualifications for payment coordinator

- Strong financial analytical skills and ability to communicate effectively with internal and external personnel with diplomacy and tact to resolve financial discrepancies
- Cursory understanding of FDA, ICH and GCP guidelines thorough understanding of cross-functional clinical processes (as it relates to clinical trials), legal and regulatory affairs
- Excellent interpersonal and communication skills and the ability to also maintain a strong customer focus
- Strong organizational skills and attention to detail with the ability to manage multiple priorities to complete tasks within established, and often, tight,

- Familiarity with the Microsoft Office Visio, Medidata Grants Manager and other clinical pricing databases is a plus
- Ability to prioritize multiple demands and competing projects without losing focus