



Example of Payment Coordinator Job Description

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Our innovative and growing company is looking for a payment coordinator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for payment coordinator

- Will be required to work a Sunday rotation
- This is considered a Code Red Business Critical Function
- Receive direction and guidance from the Payment Reform Functional Coordinator to support project team activities and the functional teams throughout the design, development and implementation of the payment reform pilot and the overall payment reform implementation
- Participate in systems design sessions
- Coordinate with the Implementation vendor and SMEs to support the development of implementation plans and strategies which include communication, roll-out and cut-over plans
- Coordinate with SMEs, BAs and the implementation vendor to address issues during implementation and stabilization
- Utilize all standard project tools
- Create and/or support the development and review of project documents as required
- Review, approve, and as necessary complete set-up, processing, and reconciliation of site payments based on completed patient activities, contracted milestones, as per the fully executed Clinical Trial Agreement
- Perform account monitoring for clients utilizing Treasury Management products

Qualifications for payment coordinator

- Ability to extract pertinent information from study documentation such as

- Review and manage Treasury Management Product Renewal Requests
- Research and resolve a wide variety of issues and queries using independent judgment with limited oversight
- Evaluate and ensure accuracy for customer data
- Partner and consult with internal clients to deliver results ensuring compliance with appropriate regulations
- Demonstrate strong communication skills written and verbal to optimize relationships