



# Example of Payment Coordinator Job Description

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Our growing company is searching for experienced candidates for the position of payment coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for payment coordinator

- Work with management to identify process improvements
- Contribute in project settings in a limited capacity
- Researching inquiries
- Reviewing time sensitive and/or less complex to moderately complex documents
- Oversee Department Process/ Procedural Documentation
- Govern Records Retention & Maintenance
- Support Compliance/ Audit Support
- Support Second Level Review/ Escalations
- Steward of Well Managed Agenda
- Maintenance of feedback/ trend loop & analysis

## Qualifications for payment coordinator

- Bachelor's degree and/or 2+ years of experience in financial services
- Ability to work under minimal supervision in a productive environment
- Initiative to help out in various departments when needed
- Performs data entry, performs auditing and payment authorization of freight invoices in a high volume payables area
- Evaluates and validates the veracity of invoiced costs compared to a predetermined system values lying outside an over or under range, for payment authorization

