



# Example of Payment Coordinator Job Description

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Our company is hiring for a payment coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for payment coordinator

- Ability to serve as the Subject Matter Expert(SME) on functions within the team
- Ability to create, maintain and clearly communicate department procedures/initiatives
- High understanding of the process controls in place
- Identify gaps in process/controls and participate in process improvements
- Drive process improvements by effectively coordinating projects and tactfully integrating new processes
- Create and maintain documentation, procedures, process maps
- Capture metrics with ability to recognize and communicate trends
- Train team on current and new processes
- Train/answer questions/mentor new associates
- Build relationships with VC (value chain)

## Qualifications for payment coordinator

- Escalation/communication issues to leadership
- Access management (back up for access request submission)
- Data management/storage back-up
- Serve as back-up to Workflow PC for dual sites of Richmond and Melville
- Handle customer escalated cases or forms of work
- Coaching (assist associates with productivity and quality)