



Example of Payment Processor Job Description

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Our company is searching for experienced candidates for the position of payment processor. 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 processor

- Positively and creatively influence change and champion mission critical change initiatives
- Processes customer transactions in the manner described in operating procedures using data processing equipment and/or personal computers
- Communicates and works with other shift/cost center staff, internal and external customers, technical support staff, and supervisors to respond to requests for information
- Image checks using appropriate machine
- Update procedures
- Payment Posting -- Transcribes payment data from negotiable instruments and computer printouts and posts payment data to debtor/customer accounts in MSB's collection system
- Payment File Exceptions -- Determines resolution for payments which post to exception reports for the electronic files
- Review and process Medical and Marketing HCP honoraria payments
- Keep current with compliance requirements and process changes
- Interact with multiple colleagues to obtain additional documentation as required

Qualifications for payment processor

- Shift work is required for full-time positions
- A significant level of analytical ability is required in order to correct errors and

- Able to fully commit to the work schedule
- High-risk area requires annual background and credit check
- Must work until completion of daily vault functions