Our company is growing rapidly and is looking to fill the role of payment processor. 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 processor

- Handles the Applications Processor mail
- Generates No Activity Report for claims
- Reviews individual applications for Payment Protection business to determine eligibility for coverage and adherence to program parameters and enters/indexes application data in the Electronic Data Management System (EDMS)
- Prepares/mails and follows up on letters to applicants and the financial institution related to a change in or denial of coverage/protection
- Assists with incoming phone calls from claimants, carriers, and financial institutions
- Provides training to the entry-level Payment Protection Processors
- Provides assistance to the Claims Processor in verifying coverage, establishing new claims in the system, and generating claim payments
- Assists with processing and distributing all incoming mail for claims and applications
- Assists with filing claims documents
- Research payment posting issues, such as misapplied payments, missing items and duplicate payments

Qualifications for payment processor

- Must be able to type 40 WPM accurately and know 10 key by touch

- Requires a high school diploma or equivalent and at least 5 years of experience in the field or in a related area
- Able to use Microsoft Excel
- Is reliable and able to be at work daily
- Ability to handle confidential information/discretion must be used in releasing any information