



# Example of Payment Processor Job Description

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Our growing company is searching for experienced candidates for the position 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

- Working on special projects as assigned by the department manager
  - Reviews individual applications for payment protection business to determine eligibility for coverage and adherence to the program parameters and enters application data in the Electronic Data Management System
  - Prepares and follows up on letters to applicants related to a change/denial of coverage/protection elected and informs the financial institution
  - Prepares reports for internal and external customers
  - Assists the Senior Payment Protection Processor in requesting medical records and information on claims with no activity and documenting such within the claim files and EDMS system
  - Serves as back-up to the Claims processor to include coverage verification, new claim set up and generate claim payments within the claims system
  - Serves as back-up to the Premium Processor in Accounting to include balancing single premium batch entries, MOB premium processing, and new account set-up
  - Assists with processing incoming mail as needed
  - Assists with performing as an Electronic Data Management System Power User to make changes as needed based on the business owner needs with management's approval
  - Input all payments new business efficiently and accurately into record keeping system. When requested, research payments as necessary
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- Willingness and ability to work in a fast paced environment to handle a large volume
- Ability to successfully work with a wide range of personnel including community managers, assistants, Board Members and all levels of management personnel
- Proven high degree of accuracy along with an attention to detail for numbers
- Proficient in English, Bilingual helpful
- Must have Microsoft Suite of Services experience
- Prior banking or payment processing experience preferred