

Job Title:	Payment Services Analyst	Wage/Hour Status:	Exempt
Reports to:	Payment Services and Travel Supervisor	Pay Grade:	102
Dept./School:	Financial Services	Date Revised:	October 31, 2024

Primary Purpose

Responsible for overseeing all aspects of the District credit card program to include monitoring accounting and reconciling procedures. Serve as the primary point of contact between the district and the card program vendor, keeping up to date with emerging technologies, program changes, enhancements, and government credit card industry standards. Assist the Travel Office with daily operations, including connecting the travel program with the commercial payment program to provide the best educational service with available financial resources.

Qualifications

Education/Certification

Bachelor's Degree in Business or related field from an accredited university

Special Knowledge/Skills

- Comprehensive knowledge of credit card and electronic payment processes
- Working knowledge of Finance and Accounting principles
- Knowledge of appropriate Federal and State reporting guidelines
- Advanced knowledge of MS Office Excel, pivot tables, and other applications
- Ability to build and maintain effective working relationships with employees and vendors
- Knowledge of travel guidelines under U.S. General Services Administration (GSA)
- Strong analytical, organization, communication, public relations and interpersonal skills
- Ability to use personal computer and software to develop spreadsheets, and perform data analysis and word processing
- Ability to interpret policy, procedures, and data
- Ability to possess strong leadership skills
- Ability to effectively communicate orally and in writing

Experience

Three (3) years related experience

One (1) year related experience in reconciliations and journal entries

Major Responsibilities and Duties

Credit Card Program

1. Oversee and serve as the liaison for handling concerns and requests related to the District Credit Card Program during business and after-hours (including weekends/holidays).
2. Identify, evaluate, approve, or deny credit card requests based on employee's job requirements.
3. Re-evaluate the use of a credit card whenever a cardholder's job requirements or status changes.
4. Develop and provide ongoing training to cardholders and their respective campus and/or department liaisons on the use of the credit card program.
5. Review for completeness and maintain an electronic file of the signed cardholder agreements.
6. Review credit card activity for accuracy on account numbers, supporting documentation, requisite descriptions, payment receipts, and approval of executed transactions.
7. Perform monthly reconciliations and create journal entries of travel, in-city mileage, and credit card transactions.
8. Perform monthly review and reconciliation of all credit card transactions posting to the 2115 object code.
9. Deny requests that require additional follow-up or corrective action by cardholder prior to approval.
10. Interpret accounting policies and procedures to ensure compliance with State, Local, and Federal regulations.

11. Identify and recommend ways to improve the program to maximize use potential.
12. Stay abreast and comply with industry changes, policies, and procedures.
13. Provide customer support to cardholders, campus and district staff and assist with resolving credit card issues.
14. Review credit card statements to ensure that all charges are accurate and appropriate, and record credit card transactions in the district's general ledger and coordinate payment to financial institutions.
15. Secure and maintain credit card logs with supporting documentation to comply with state and local guidelines, including record retention.
16. Provide new and/or updated credit card information to the Payment Services and Travel Supervisor.
17. Complete electronic affidavit for credit card disposal and properly dispose of returned by cardholders who separate from EPISD, transfer to another position, or when cards are no longer needed.
18. Report cardholder noncompliance concerning the Payment Services and Travel Supervisor.
19. Report incidences of possible credit card abuse to the Payment Services and Travel Supervisor, Campus Accounting and Compliance Manager, and administration, finance, or audit department, as appropriate.
20. Develop and implement action plans for employees that do not comply with policies and procedures.
21. Oversee and monitor the student meal card program.
22. Assist with calculations and proper meal dollar amounts.
23. Review, approve and process meal card requests and payments.
24. Work closely with departments to place orders for student meal cards in time.
25. Secure student meal cards and distribute them according to students' travel.
26. Charge departments accordingly for any unused, expired student meal cards, and record transaction activity and reconcile to the general ledger.
27. Have knowledge of district employee and student travel guidelines and assist Travel Specialist with processing travel and in-city mileage requests and credit card questions and/or concerns.
28. Maintain a yearly audit file of all user information updates or corrections for audit purposes.
29. Assist the Accounting Department with proper reporting of district credit card information.
30. Responsible for completing the Year-End closing processes and New Year rollover.
31. Promote positive community relations through effective communication and excellent customer service skills.
32. Responsible for the implementation of the commercial payment program to include: request for proposals, business requirements for system design, process flow, procedures manual, districtwide training program and collaboration with staff to meet District needs.

Compliance

33. Manage the credit card program and electronic payment activities with focus on policy compliance and the cost effectiveness of programs.
34. Review, maintain, and implement credit card procedures in the District's Credit Card Manual, Administrative Reference Guide and Travel Manual.
35. Develop and recommend improvements in program usage, design, implementation, and maintenance.
36. Required to participate in ongoing professional development training to maintain compliance of mandated Texas Education Agency rules and regulations, industry changes and be aligned with EPISD goals and objectives.
37. Adhere to adopted board policies and administrative regulations with a focus on those with financial implications.
38. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Personal computer (PC), printer, copier, and calculator

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Occasional District and statewide travel; occasional prolonged and irregular hours.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.