

## JOB DESCRIPTION

<b>POSITION:</b>	Reconciliation Analyst/Account Analyst/Finance Specialist
<b>TERM:</b>	Full-Time/Non-Exempt
<b>SUPERVISOR:</b>	Settlement Operations Director
<b>REGULAR SCHEDULE:</b>	Standard business hours, Monday through Friday, with additional hours required as necessary in order to meet CP objectives.
<b>OVERALL FUNCTION:</b>	Daily funds movement for payments programs, reconciliation of program accounts, follow funds flows and review reporting for exceptions.
<b>LOCATION:</b>	420 W. 4 <sup>th</sup> St, Dell Rapids, SD 57022
<b>CONTACT:</b>	Heather Schumacher, COO, Angie Ruiter, Settlement Operations Director ( <a href="mailto:hschumacher@central-payments.com">hschumacher@central-payments.com</a> , <a href="mailto:aruitter@central-payments.com">aruitter@central-payments.com</a> )
<b>ABOUT US/TO APPLY:</b>	Visit <a href="http://www.central-payments.com">www.central-payments.com</a>

### Required Skills:

1. Understanding of settlement processes associated with prepaid debit cards, ACH, payment networks and payment processors.
2. Experience with payments funds flows and reconciliation of accounts
3. Understanding of basic bank accounting functions impacting the general ledger and customer deposit accounts
4. Familiar with Network reporting such as Visa VSS, MasterCard Switch, Discover, NYCE, PULSE, etc.
5. Familiar with processor reporting such as Galileo, FIS N, FIS S, i2c, etc.
6. Ability to reconcile cash movements with activity and daily settlement reports
7. Ability to review reports and recognize exceptions and errors with processing
8. Strong time management skills
9. Exceptional attention to detail
10. Proficiency with Microsoft Office applications, especially Excel
11. Proven ability to remain organized while constantly multi-tasking and reprioritizing daily workload.

### Key Responsibilities Include:

1. Complete daily funds movement for all payments programs where automation is not available
2. Review account reconciliations daily on automated programs to ensure funds movement is occurring appropriately
3. Identify exceptions and work with the appropriate parties to correct
4. Work with partners on automating processes
5. Participate in the testing of new programs to ensure things are working as expected

6. Escalate identified exceptions to management if things are not being corrected or addressed.
7. Interact regularly with Bank finance team, partners, networks and processors, working daily, weekly, monthly and quarterly deliverable items
8. Recommend and implement changes to individual programs and/or processes as needed to improve accounting controls and protect the Bank from settlement risk.
9. Support special projects and duties as assigned

**EDUCATION/EXPERIENCE:**

1. Associate's Degree in business administration, finance, management, or related field; or at least 2 years related experience and/or training; or equivalent combination of education and experience.
2. Strong knowledge of prepaid and payments products, operations and accounting preferred.

**Tips if you are contacted to Interview:**

- To save some time, it's easier if you check in prior to visiting us by clicking on this [link](#). *NOTE: Due to health risks associated with COVID-19, suitable masks are required for any face to face contact with Central Payments staff and we will happily accommodate a video interview if you prefer.*
- We highly recommend that you take time to visit our website at [www.central-payments.com](http://www.central-payments.com) and our LinkedIn company page. There are informational videos and links to podcasts under the "Our Story" tab that will help you understand our company, our values, and our approach to "Making Financial Experiences Better".
- Central Payments' primary business is establishing consumer deposit accounts, issuing incentive and rebate cards, and transferring/remitting funds via ACH and other means. Prepaid cards make up a significant portion of our business. If you are not familiar with prepaid cards, we recommend that you purchase a Visa, MasterCard or Discover-branded, general-purpose, reloadable prepaid card (not a gift card) at any retailer, load a small amount of money, register the account/activate the card, login to the account center online, and conduct transactions. While the card you purchase will likely not be issued by Central Payments, it will still help you understand the product in general, its features, and benefits.
- To better understand the traits we look for when interviewing candidates please visit: "[Is Central Payments a Fit for Me?](#)" and what it means to "[Be Essential](#)".