



Position Title: Payment Processing Specialist

Position Type

Part-Time

Work Authorization

U.S. Citizen or U.S. National, Permanent U.S. Resident

Description

Discover the opportunity to join an international, dynamic, and responsible company that fosters the development of all its employees. As we are in the process of developing a new department, each employee is given a unique experience and great opportunities for a career growth. **Payment Processing Specialist** will provide an excellent customer service with a high level of integrity and accountability.

Responsibilities (Include but are not limited to):

- Contact customers by email and phone
- Process checks and/or payments
- Prepare excel spreadsheets detailing payments
- Assist accounting department with any discrepancies, corrections, identifying credits, and verifying rates

Requirements (Include but are not limited to):

- Must be able to prioritize, organize, manage multiple tasks and pay strong attention to the details
- Affinity for finance and/or working with numbers
- Must demonstrate a high level of integrity and accountability – reliability and a sense of responsibility are crucial to the performance of this role

Location

Orlando, Florida

Desired Major(s)

Holds or is obtaining a Finance/Accounting or related degree

Salary Level / Compensation Type

\$13.00 / Hour

How To Apply

Email your resume (PDF or Word Document) to Recruitment@ceifx.com