



**Position Title:** Payment Processing Specialist

## **Position Type**

Part-Time: Must have Monday through Friday availability (4-5 hours each day)

## **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.

### Job Responsibilities

- Contact customers by email and phone.
- Process checks or payments.
- Handle processing errors.
- Help identify possible payment issues.
- Prepare excel spreadsheets detailing payments.
- Assist Accounting with any discrepancies, corrections, identifying credits, and verifying rates.
- Meet departmental standards for processing time and accuracy.

## **Location**

Orlando, FL

## **Desired Major(s)**

Pursuing a Bachelor's in Finance, Accounting or related field

## **Salary Level / Compensation Type**

Discussed during Interview

## **How To Apply**

Email your resume (PDF or Word Document) to [Recruitment@ceifx.com](mailto:Recruitment@ceifx.com)

