



Position Title: Payment Processing CO-OP

Position Type

Part-Time: Must be available Tuesdays, Thursdays and Fridays

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 CO-OP 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

