

## **Arlington Community Federal Credit Union**

**Position:** Payments Specialist II

**Location:** Hybrid, 5666 Columbia Pike, Falls Church, VA 22041

**Full Time/Hourly:** \$27.02- \$31.79 + Benefits

**Application Deadline:** Open until filled

### **Position Overview - Payments Specialist II**

We are currently seeking a passionate and highly engaged **Payments Specialist II** who understands compliance with all Federal regulations including Bank Secrecy Act (BSA) and Office of Foreign Assets Control (OFAC). As the **Payments Specialist II**, you will focus on all aspects of our payments systems/channels and credit cards. This position is responsible for facilitating the completion of all payment disputes and fraud claims, and monitoring associated reports related to the Credit Union card programs. Additional responsibilities include verifying, and balancing incoming and outgoing ACHs, wires, and remote deposit transactions while providing excellent customer service to Credit Union members via phone. The Payments Specialist II will ensure the Payments programs stay in line with the Credit Union's wide procedures, audits, training, and technological advances.

### **What You'll Bring**

- Two-Year college degree in accounting or a related field, or completion of a specialized course of study at a business or trade school.
- Two to five years of similar or related experience. (Payments Product Experience)
- Additional specialized or technical training in information systems, investments, and financial analysis is desired.
- Proficiency in the use of modern office equipment.
- Strong working knowledge of spreadsheet and word processing applications. (Microsoft Excel and Word preferred).
- Ability to integrate technology into work processes to improve productivity and control.
- Ability to collect data, establish facts, and draw valid conclusions.
- Ability to determine and correct more complex operating problems.
- Proficiency in math.
- Ability to deliver, understand, and apply the English language to problem-solving situations.
- Ability to write and respond to instructions and routine correspondence.
- Ability to organize information and communicate effectively both orally and in writing.

- Ability to effectively listen and respond to individual members and the general public.
- A significant level of trust and diplomacy is required, in addition to normal courtesy and tact.
- Work involves extensive personal contact with others and/or is usually of a personal or sensitive nature. Work may involve motivating or influencing others.
- Outside contacts become important, and fostering sound relationships with other entities (companies and/or individuals) becomes necessary.
- Responsible for the accurate and timely completion of all job duties listed in the Job Description in compliance with all Credit Union policies and procedures.

### **What You Can Expect From ACFCU**

- A fun work environment! The Credit Union helps build relationships by providing remarkable service, celebrating internal and external opportunities, acting with integrity, and loving our Arlington community.
- Highly competitive compensation and benefits package to include: medical, dental, life, short-term and long-term disability insurance, 401(k) plan, profit sharing, paid holiday, and paid time off. We also offer pet insurance!
- Employee PERKS to include: a culture day, birthday off with pay, volunteer leave, tuition reimbursement, business casual dress environment, discounted gym membership, discounted loans, employee referral bonus program, and exciting employee engagement events.

Join our team! All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran status, or state as an individual with a disability.

### **Apply for Payments Specialist II using the link below:**

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ba890523-621a-45e9-8fe3-34e1d78c076f&ccld=19000101\\_000003&lang=en\\_US&jobId=9201836008657\\_1&jwld=SYS:JW:001&JWMA=JWMA&source=EN](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ba890523-621a-45e9-8fe3-34e1d78c076f&ccld=19000101_000003&lang=en_US&jobId=9201836008657_1&jwld=SYS:JW:001&JWMA=JWMA&source=EN)