



POSITION GUIDE

TITLE: Payment Specialist

DEPARTMENT: Executive Office

LOCATION: LCTCB Business Office

REPORTS TO: Finance Manager

STATUS: Non-Exempt

DATE ORIGINAL: 04/2008

DATE REVISED: 01/2018

SUMMARY OF PURPOSE

This position is responsible for scanning of checks through the Check 21 process, reconciling the amounts to the batch amounts, and creating the files to be uploaded to the bank. The position also is responsible for overseeing the mailroom, any seasonal temporary help in the document preparation area and the archival of tax documents. The incumbent works with other members of the Department in meeting department goals and objectives in support of the LCTCB mission and strategic objectives.

ESSENTIAL FUNCTIONS

1. Acts to ensure the security and safety of Bureau personnel.
2. Acts to ensure the privacy and security of all assets both physical and electronic.
3. Proactively works extra hours, as required, to ensure departmental and Bureau goals are accomplished and commitments are met.
4. Suggests improvements, where appropriate, to Bureau processing, policies and procedures.
5. Attends all meetings, as directed by supervisor.
6. Ensures that all communications to the Board of Directors are via the Executive Director
7. Scans batches of checks received from other Bureau departments through the Check 21 system.
8. Reconciles the scanned totals to the submitted batch checksum and corrects errors as needed.
9. Generates the deposit file to be uploaded to the bank from the Check 21 system
10. Performs cleaning and routine maintenance on the check scanners as needed.
11. Oversees doc preparation and the training of doc prep temporary help. Serves as key contact for doc management.
12. Oversees mailroom operations including opening and sorting of mail, maintaining sufficient postage is available and maintaining mailroom statistics.
13. Maintains postage meter information and ensures that the meter is properly maintained.
14. Picks up mail as required.
15. Acts as primary liaison with postal carrier and with post office.
16. Maintains supplies inventory and notifies appropriate personnel if low.
17. Provides input on temporary workers for possible full-time employment.
18. Provides input on performance of other employees when asked by supervisor or Executive Director.
19. Other duties as assigned.

LANCASTER COUNTY TAX COLLECTION BUREAU

POSITION GUIDE

TITLE: Payment Specialist

DEPARTMENT/ORGANIZATION

- Keeps current with related technology and information processing developments that impact the Bureau.
- Makes decisions consistent with the LCTCB mission and core values, establishes and maintains effective communication and positive relationships within LCTCB.
- Performs other functions as assigned by Supervisor
- Participates on project teams as required.
- Contributes to the effective team management of all issues and opportunities within LCTCB.
- Maintains an optimum relationship with other staff members by being courteous and always mindful of the importance of confidentiality.
- Acts in an ethical manner on all tasks and projects.

MARGINAL FUNCTIONS

Marginal functions will vary with the specific assignment and depend on the particular position function for which the person is responsible.

SCOPE AND IMPACT

This position works independently in the performance of the essential functions. Contacts include LCTCB staff, outside organizations and the community. This position supervises the Doc Prep and Scanner Operators.

MINIMUM REQUIREMENTS

This position requires a high school diploma, an Associate's degree (A.A.) or equivalent work experience preferred and two to four years related experience.

SPECIAL SKILLS

Position requires the following skills: demonstrate proficiency with the Microsoft suite of office products, copiers, scanners and other software; be highly organized; possess good communication and writing skills and problem solving and decision making skills; be highly confidential at all times; act as a team player; be flexible to work on multiple tasks; pay attention to detail and be accurate with numbers; possess strong supervisory skills and ability to prioritize and organize workload; maintain composure at all times and deal with constant change.

LANCASTER COUNTY TAX COLLECTION BUREAU

POSITION GUIDE

TITLE: Payment Specialist

PHYSICAL/MENTAL/ENVIRONMENTAL

Physical: Sit: 90% walk/stand: 10%; moderate amount of stooping and kneeling
Lifting: light lifting
Vision: Normal

Mental: Ability to define problems, collect and organize information, establish facts and draw valid conclusions to solve the problem/handle the situation and use clear and good judgment. Must be able to remain calm in what can become a stressful environment.

Environmental:
Normal office environment.

The above description covers the most significant essential and marginal functions but does not exclude other occasional responsibilities and accountabilities the inclusion of which would be in conformity with the major purpose of this job.