



**USC** University of  
Southern California

## Payment Specialist Job Description

### JOB INFORMATION

Job Code:	113413
Job Title:	Payment Specialist
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Accounting
Job Family Group:	Accounting, Finance and Banking
Management Level:	7 Individual Contributor

### JOB SUMMARY

Processes payments to vendors, reimbursements to employees, and stipends to students in accordance with University, sponsored project, IRS, and state taxation requirements. Identifies, researches, and resolves problems with invoices, check requests and other payment requests. Ensures that University payments are processed in a timely and accurate manner.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
X		Associate's degree	

#### Additional Education

*Check here if experience may substitute for some of the above education.*

Combined experience/education as substitute for minimum education

#### Work Experience

Req	Pref	Work Experience	Experience Level
X		1 year	

#### Additional Work Experience

*Check here if education may substitute for some of the above work experience.*

#### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Related bookkeeping/accounting experience. Knowledge of bookkeeping/ accounting practices and principles. Ability to use a variety of bookkeeping/accounting software applications such as databases, spreadsheets, etc., as required.

#### Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Audits requests for vendor payments, reimbursements, and stipends for compliance with university, funding source, IRS, and state taxation requirements. Verifies payment, reimbursement, and stipend requests are justified by a business purpose, properly approved, and supported by sufficient funds. Identifies and obtains missing documentation before processing payment. Ensures that university payments including, but not limited to, checks, Electronic Data Exchange (EDI), foreign drafts, wire transfers, and buyer procurement cards are processed in a timely manner.				
Maximizes incentives from vendors for fast pay and minimizes the time employees need to wait for a reimbursement. Verifies batches to ensure that university payments and account reallocations are processed in an accurate manner, according to internal Accounts Payable and Disbursement Control procedures.				
Verifies accuracy of and keeps current the names, addresses, and check routing instructions, including Electronic Funds Transfer (EFT) applications.				
Identifies, addresses, and resolves customer concerns and problems associated with invoices, check requests, and checks. Processes stop payments, reissues and voids. Produces and distributes reports related to vendor payments, reimbursements, and stipends. Maximizes incentives from vendors for fast pay and minimizes the time employees need to wait for a reimbursement. Verifies batches to ensure that university payments and account reallocations are processed in an accurate manner, according to internal Accounts Payable and Disbursement Control procedures.				
Assists with financial reporting, month and year-end closing, filing, and sales tax accruals.				
Processes refund checks to appropriate departments according to policy.				
Posts EFT payment information to AIS system; troubleshoots and corrects EFT returns.				
Works with departments to promote timely and accurate settlement of cash advances.				
Trains and provides leadership, guidance and direction to student workers. Monitors student attendance.				
Assists with development and implementation of new department programs, policies and procedures. Interprets policies regarding financial payments.				
Answers phone and email correspondence inquiries and requests from various departments, students, and vendors. Interacts with university administrators, agency representatives, and colleges.				
Makes recommendations to improve systems to assist customers and facilitate payments.				
Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.