**PSE CREDIT UNION, INC.**

**JOB DESCRIPTION**

**Job Title: ACH Specialist**

**Reports to: Vice President of Operations**

**Description:**

This position is responsible for the administration of both our ACH and payroll deduction programs.

This position involves the timely acceptance and transmission of files necessary in meeting compliance requirements. Further, all records must be maintained according to retention requirements.

This position is designed to work closely with the Checking Account Services Coordinator. The two positions are designed to work in tandem and to cover one another during vacations and other absences.

**Responsibilities:**

* Responsible for balancing and updating daily payroll deductions.
* Responsible for balancing and updating the daily ACH files.
* Responds to ACH and payroll deduction inquiries from employees and members.
* Responsible for maintaining a complete listing of ACH and payroll groups.
* Maintains card files relating to ACH and payroll deduction changes.
* Responsible for the coordination of new ACH/payroll groups.
* Assists members with requests for ACH stop payments and the filing of affidavits.
* Performs all other duties as required.

**Qualifications:**

* High School graduate.
* Possess excellent communication skills both verbally and written.
* Ability to perform analytical interpretation, evaluation and/or constructive thinking of problems that may require analysis of a wide variety of data; weighing the desirability or probability of possible outcomes. Problems may involve thinking out several steps into the future.
* Possess strong knowledge of how to use a personal computer and MS office products.
* Ability to make decisions without previous precedent to draw upon.