



Business to Business Payment Specialist

CPS Payment Services – Atlanta, GA

Reports to Department Supervisor

Full Time - Salaried

Who We Are

CPS Payment Services is a provider of innovative e-payables solutions that reduce cost and streamline payment processing while earning a rebate on each dollar spent.

The CPS Virtual Card Program is a unique solution that focuses on increasing back office efficiencies and increasing vendor participation while enhancing the rebate opportunities for the organizations. CPS Payment Services utilizes proprietary software that automates the accounts payable process from payment to reconciliation by enabling our clients to pay expenses with a single-use virtual MasterCard. Implemented for free and integrated with all financial systems, the payment solution generates a cash return on our client's total monthly spend – just for paying bills.

We are looking for a payment processor to submit payments on behalf of our clients via numerous methods. The Payment Processor's role is to contact our client's vendors and provide payment details based on the accompanying payment instructions. The method of payments varies between: phone calls, online payment portals, fax forms and email.

Responsibilities

- Provide payment details accurately over the phone as well as into online systems
- Interpret the associated instructions to ensure timely and accurate payment application
- Correctly interpret data provided directly from customers
- Handle documents with large numbers of data without mistakes
- Follow-up with customers when a mistake is identified and assist in resolution
- Sort and organize paperwork after completing payment to ensure proper filing

Required Skills

- Proven work experience as an Account Manager, Sales Account Manager, Supervisor, Junior Account Manager or relevant role
- Proficient in MS Office products: Outlook, Word, Excel, and PowerPoint.
- Exceptional verbal and written communication skills.
- Experience delivering client-focused solutions for customer needs
- Proven ability to manage multiple projects at a time, while maintaining close attention to detail
- Excellent listening and presentation abilities
- Ability to collect, track, and analyze large amounts of data.
- Adaptability and strong problem-solving skills.