



Job Title: Bulk Payment Analyst
Department: Cash Management
Reports To: Manager of Cash Management

Job Summary:

The Cash Management Department is responsible for all Cash Management Department Policies and Procedures. The Bulk Payment Analyst is responsible for the entire process of mass payments to real estate tax offices for timely payments.

Principal Responsibilities:

- Manage and maintain all vital due dates pertaining to processing bulk payments
- Control all documents for bulk payments requirement for team and clients
- Communicate to team and all clients requirements and deadlines for bulk payments
- Balance, produce and process all bulk payment in their required payment and funding formats
- Reconcile and record all bulk payments processed
- Produce all refund paperwork relating to bulk payment for processing
- Build and maintain all relationships with tax offices in relation to bulk payments
- Assist Check Processing Analyst with payment checks, as needed.
- Assist Cash Management Analyst with payment check package quality control.
- Troubleshoot and research any issues that might be caused by an incorrect payment or error for bulk payments.
- Communicate and resolve issues due to incorrect funding of bulk payments
- Assist Cash Management Analyst with refund processing, as needed
- Assist with balancing of all controlled and managed bank accounts, as needed
- Assist the department in scanning of cancelled checks and receipts
- Produce and submit all required reports to clients and management
- Assist and complete all projects or additional responsibilities assigned by Director

Other Job Criteria

- Make the best use of work time to complete projects and assignments on schedule
- Consistently demonstrate ability to establish and manage priorities
- The ability to maintain confidentiality at all times and secures confidential data and records.
- Portray a positive professional appearance and serve as a role model for all personnel through the enthusiastic performance of all duties and doing whatever it takes to get the job done.
- Cooperate fully with other key personnel in conducting business in an effective and efficient manner
- Adhere to NTS' company guidelines and to policies and standard operation procedures for the Cash Management Department

Job Qualifications:

- Ability to accurately deal with difficult dictation
- Ability to perform data entry duties
- Proficient with Microsoft Office
- Administrative ability