

Job Title: Payment Services Assistant

Openings: 1 - Full Time, set to hire by the end of April

Hours Available: 40 hours per week

We at the University of Nebraska Federal Credit Union like to make a difference in our customers' lives and we work hard every day to help our members save time and money.

Under the direction of the accounting department, the successful candidate will provide member and staff support for card services, EFT, ACH originations, auto transfers, share drafts, bill pay, courtesy pay, accounting, and operations as needed. Primary responsibilities include, but are not limited to, reviewing daily fraud alerts, contacting cardholders, running daily card comparison and reporting for credit card rewards.

Candidates will be expected to carryout assigned responsibilities and meet deadlines in accordance with established policies and procedures; to maintain a professional attitude, work environment, and businesslike appearance; and to communicate professionally and timely to management and associates.

- Experience: Six months to two years of similar or related experience in financial services.
- Education: A high school education or GED. Knowledge of basic accounting helpful.
- Salary: Variable - Based on Experience
- Employer: University of Nebraska Federal Credit Union
- Location: Lincoln, NE

Contact Person: Samantha Cressler

Send resume with cover letter and salary requirements to:

University of Nebraska Federal Credit Union
1720 P Street
Lincoln, NE 68508

Fax: 402-472-6814

Email: scressler@nufcu.org