

Payment Systems Processor

Full-time

Lenexa Branch, Lenexa, KS

Why Work for Mainstreet Credit Union?

Because Mainstreet Credit Union was named the Best Credit Union in Kansas by Forbes Magazine, of course! Not to mention, Mainstreet Credit Union aims to be the financial home to every member. We continue to strive for a welcoming culture, where our employees are knowledgeable, helpful and accountable for their position within the team. To achieve this vision, we provide continued training and development opportunities, as well as a friendly environment where members and employees can feel at home. Being a not-for-profit organization, we keep business simple and real. We enjoy sharing in our community, and we always find the most effective way to serve our members.

In addition to our friendly and welcoming environment, we offer our employees:

- Work-life balance because of our day-time hours
- Three weeks of PTO in the first year with a generous annual PTO carryover plan
- A wide variety of insurance options for health, dental, and vision
- 401k with company match
- Company provided life insurance and long-term disability
- Discounts on consumer loans

Let's Learn About the Job

Position Overview:

The Payment Systems Processor performs numerous and essential payment systems department duties. In order to provide a high level of member service as well as protect the assets of the credit union, it is critical that these duties are performed in an accurate and timely manner. Stays in compliance with all credit union policies and procedures and effectively communicates these, as needed, to members. Provides support to all other credit union departments. Performs additional departmental functions as needed.

Major Responsibilities:

1. Processes share drafts and related duties.
2. Processes payroll for SEG groups.
3. Performs Regulation E opt in/out system maintenance.
4. Processes SSI Asset Verification Requests.

5. Provides phone support to members and other departments.
6. Completes Mainstreet Credit Union large item check endorsement verifications.
7. Performs other duties as assigned by supervisor or manager.

Knowledge, Skills and Abilities:

- Open minded attitude.
- Ability to show initiative.
- Displays professional and positive attitude, behavior and appearance.
- Works well with others and is team oriented.
- Time management skills.
- Keyboard skills.

Required Education and Experience:

- High school diploma or general education degree (GED).

Preferred Qualifications

- Previous financial and/or payment systems experience preferred.

Physical Requirements

- Occasional lifting, carrying, pushing, and pulling of items weighing up to 20 pounds.
- Sitting for extended periods of time.

Company Overview

Mainstreet Credit Union began in Johnson County over six decades ago as the Northeast Johnson County Teachers' Credit Union. Over the years, Mainstreet Credit Union has grown its business by expanding to new locations and acquiring smaller credit unions in the Kansas City area. Today, Mainstreet Credit Union has over 60,000 members, 12 branches across 9 cities, and a much shorter name!