

Job Title: Payment Specialist

Location: Hiawatha, IA

Job Number:

Channel Fusion is the trusted channel marketing partner of America's top brands. We bring the passion to drive excellence in customer experience and best-in-class customer service. We specialize in providing program management, custom channel marketing technology solutions and high touch channel support services to our Fortune 500 companies and other renowned companies. Our services enable corporate brands and their independent retail networks to optimize their channel marketing funds and programs.

We are looking for a part-time Account Payment Specialist with strong analytical skills and attention to detail. The primary responsibility for this position is to manage the rebate payment process for multiple Channel Fusion clients. Responsibilities include:

- Perform Consumer & Dealer Rebate payment process. Includes payment processing through ACH and paper checks as required by the program. Verify and reconcile accounts and manage positive pay accounts.
- Assist in performance of account receivable activities.
- Assist in performance of account payable activities.

Submit rebates to rebate company for processing. Process payments and positive pay files.

Knowledge, Skills, and Abilities:

- AA Degree in Accounting or related field preferred.
- Prior A/P and A/R experience preferred.
- Prior experience in Quickbooks preferred.
- Proficient in MS Word & Excel.
- Strong analytical skills, attention to detail and ability to work independently and under direction of managers as needed.