

## Finance Job Function

### Card Services Administrator III

Grade: 57

Job Code: F0757P

Job Family: Banking

Job Family Matrix: [Banking \(Finance\) Matrix](#)

#### Summary

Independently implement and monitor all credit card products with a focus on: growth of card balances & transactions, card utilization, risk management, and profitability.

#### Core Duties

- Review the processing of all credit cards and ensure compliance with policies and processing standards
- Perform complex portfolio analysis including; account reviews, re-pricing, profitability, and risk analysis by product line and combined portfolio
- Perform market research and portfolio analytics to ensure all credit card products retain the appropriate value proposition and reward programs as well oversee initiatives to generate new member enrollment and program utilization
- Develop new products and promotional activities to achieve business plan sales and revenue goals
- Oversee vendor relationships with third party credit card and processing servicing providers
- Provide regular reporting to management on credit card trends, portfolio growth, activity, profitability and risk
- Provide technical advice and problem resolution for credit card systems, products and services
- Provide resources and training in support of the credit card function
- Ensure financial compliance with University policies and procedures and applicable legal rules and banking regulations

#### Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 5 years' relevant work experience

#### Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite, intermediate excel skills
- Working knowledge of basic financial administration principles
- Demonstrated experience with financial systems and data query tools

#### Certificates and Licenses

#### Physical Requirements

#### Working Conditions

- Work is performed in an office setting