

Credit Card Specialist Job Description

- Manage the organization's corporate purchasing card program such as the issuance, renewal, and modification; cancellation, records retention, and distribution lists; compliance issues and customer service (credit limit increases, policy interpretation, exception transaction processing, etc.)
- Responsible for carrying out a thorough review of employee corporate and purchasing card transactions, analyzing spending trends, and consulting with employees on transactions to generate a detailed report on spending patterns and policy exceptions
- Responsible for identifying violations to the corporate T&E Policy
- Responsible for the daily liaison with credit card companies regarding accounts and product updates
- Responsible for the provision of cardholder training, including quarterly presentations, and assisting with developing training aids
- Render support to cardholders, data and technology department, human resources, and credit card administrators, and other groups to assist them with questions and concerns relating to corporate and purchasing card transactions and policies
- Collaborate with relevant teams in performing corporate account reconciliation administration (monthly reconciliation, addition of new users, etc.)
- Responsible for carrying out random transaction audits to ensure policy compliance.