



JOB DESCRIPTION

POSITION:	Office Manager/Assistant (Title dependent on qualifications)
REPORTS TO:	VP, Operations
JOB SUMMARY:	This role is responsible to support the office and team with general office administration.
LOCATION:	420 W. 4 th St. Dell Rapids, SD 57022
CONTACT:	Trent Sorbe, President tsorbe@central-payments.com Alice Beyer, VP Operations abeyer@central-payments.com
ABOUT US/APPLY:	Visit www.central-payments.com/careers

Required Skills:

1. Strong service orientation;
2. Analytical and problem solving skills;
3. Proficient with email and online research;
4. Exceptional attention to detail;
5. Exemplary written and verbal communication skills;
6. Above average proficiency with Microsoft Office applications (including Word, Excel, and PowerPoint);
7. Proven ability to remain organized while constantly multi-tasking and reprioritizing daily workload;
8. Experience working in an office setting.

Education/Experience:

1. Associate's Degree in business administration, finance, management, or related field; or at least two years related experience and/or training; or equivalent combination of education and experience.
2. Knowledge of prepaid products, banking or operations preferred.

PRINCIPAL RESPONSIBILITIES:

1. Manage incoming phone calls and responses
2. Provide daily support to assist in the success of various prepaid card programs
3. Manage & Track Accounts Payable and expense reports
4. Utilize Smart Sheets, Outlook and other systems to manage requests in a timely manner
5. Assist in the preparation of on-site client meetings
6. Maintain and organize a filing system for all paperwork, accounts payable, etc.
7. Maintain and order office and cleaning supplies
8. Make travel arrangements as needed
9. Receive and respond to correspondence
10. Document tasks as requested
11. Supports any special projects and other duties as assigned

ABOUT CENTRAL PAYMENTS AND CENTRAL BANK OF KANSAS CITY

Central Payments operates as the payments division of Central Bank of Kansas City (CBKC) and administers prepaid card programs on behalf of CBKC via retail, employer/payroll, and online outlets nationwide. CBKC is a sixty-four year-old family-owned Bank located in the heart of Kansas City, Missouri and one of 106 financial institutions in the country certified by the U.S. Treasury as a Community Development Financial Institution (“CDFI”). CBKC and Central Payments share the mission to provide high quality financial products to consumers of modest means, who historically have not enjoyed the benefits of affordable and accessible financial services. *“Treat Each Customer’s Balance as Though Its All They Have”* guides our approach to product design, customer service, and affordability. Visit www.central-payments.com or www.centralbankkc.com for more information.