

## **JOB DESCRIPTION**

**POSITION:** **INFORMATION TECHNOLOGY ADMINISTRATOR**

**REPORTS TO:** SVP/CIO

**WORK SCHEDULE:** Standard business hours, Monday through Friday, with a willingness to monitor email and other systems during nonbusiness hours in case of a critical matter. Additional hours may be occasionally required in order to meet time- sensitive deliverables and deadlines.

**JOB SUMMARY:** Assist in daily IT related jobs, PC support, and all network troubleshooting. Responsible for the maintenance of corporate documentation regarding information systems setup, procedures, and training as it relates to our vendors and Central Payments.

**WORK LOCATION:** 420 W. 4<sup>TH</sup> ST.  
Dell Rapids, SD 57022

**CONTACT:** Jenny Boone [jboone@central-payments.com](mailto:jboone@central-payments.com)

**ABOUT US:** Visit <https://www.central-payments.com/our-story> and [fallsfintech.com](https://fallsfintech.com)

**TO APPLY:** Visit <https://www.central-payments.com/careers>

**TRAVEL:** Post-COVID travel is expected to average 4 trips per year, ranging from 1-2 nights/trip

### Required Skills:

- Clear communicator (written and verbal)
- Ability to interact effectively with third party clients and contractors to obtain required deliverables and effect results in the event deficiencies are identified.
- Creative solving of technical problems
- Ability to focus on deadlines and deliverables – ensures the ability to find the bad defects and bugs quickly.
- Ability to think abstract – to ensure ability to not conform to the norm.
- Functional/Technical Skills.
- Business process fluency.

### Education/Experience:

- Degree in related field of study or equivalent work experience.
- 1-3 years of relevant Network IT Administration experience.

### Key Responsibilities Include:

- Assist with the installation and maintenance of office equipment, personal computers, mobile devices, networking equipment, setup, and cabling.
- Leader for install, testing, and issue resolution of enterprise-wide applications, 0365 email, Office, 365 applications, and web security configurations with managed IT providers.
- Order, deploy, configure 3<sup>rd</sup> party software applications, personal computers, office hardware for use by employees and consultants in compliance with Central Payments and managed IT vendor's policies and procedures.
- Relation manager for managed IT providers for issue resolution and escalations for vendor SLAs regarding

performance, office or infrastructure system outages, or user level IT issues.

- Ensure compliance of all security related specifications for employee access, hardware setup and user access based on corporate security standards.
- Maintain IT assets and licensing tracking for hardware and software licensing.
- Assist in the development and maintenance of corporate documentation regarding information systems setup, procedures or training.

### **Tips if You are Contacted to Interview:**

- To save some time, it's easier if you check in prior to visiting us by clicking on this [link](#). *NOTE: Due to health risks associated with COVID-19, suitable masks are required for any face to face contact with Central Payments staff and we will happily accommodate a video interview if you prefer.*
- We highly recommend that you take time to visit our website at [www.central-payments.com](http://www.central-payments.com) and our LinkedIn company page. There are informational videos and links to podcasts under the "Our Story" tab that help you understand our background.
- Central Payments' primary business is establishing consumer deposit accounts, issuing incentive and rebate cards, and transferring/remitting funds via ACH and other means. Prepaid cards make up a significant portion of our business. If you are not familiar with prepaid cards, we recommend that you purchase a Visa, MasterCard or Discover-branded, general-purpose, reloadable prepaid card (not a gift card) at any retailer, load a small amount of money, register the account/activate the card, login to the account center online, and conduct transactions. While the card you purchase will likely not be issued by Central Payments, it will still help you understand the product in general, its features, and benefits.
- To better understand the traits we look for when interviewing candidates please visit: "[Is Central Payments a Fit for Me?](#)" and what it means to "[Be Essential](#)".