



*Payment Processing*  
INCORPORATED

**Title:** Underwriter  
**Reports To:** Director of Underwriting  
**Department:** Underwriting Department  
**Status:** Non Exempt  
**Location:** Newark, CA

**Job Summary:**

Position will underwrite all new merchant applications to ensure compliance with PPI's Underwriting Guidelines.

**Duties and Responsibilities:**

- Underwrite all new applications in line with PPI's Underwriting Guidelines.
- Verify and confirm all information provided on the merchant application and supporting documentation.
- Understand and read credit reports (Experian)
- Ability to provide recommendations for approval of merchant applications that do not fall within the guidelines when applicable.
- Strong decision making skills.
- Ability to call merchants regarding their applications when needed to make an underwriting decision.
- Work with other departments to maintain departmental harmony
- Assist other departments when needed.
- Additional primary duties may be assigned as required.

**Knowledge, Skills and Abilities:**

- Knowledge of Windows application
- Knowledge of Microsoft Office Suite
- General PC knowledge
- Knowledge of credit card processing
- Knowledge of credit reports
- Ability to be detailed and organized
- Ability to be dependable and timely
- Ability to communicate using excellent written and verbal communications

**Credentials and Experience:**

- 2+ years of related experience



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**Special Requirements:**

- Travel as required by position

**What We Offer Our Employees:**

- The Opportunity to Work with a Great Team!
- The Chance to have an Impact and Make a Difference.
- Full Benefits Packages
- Paid Time Off