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# Example of Reconciliation Analyst Job Description

Our company is searching for experienced candidates for the position of reconciliation analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for reconciliation analyst

* Process improvements and proposition of IS enhancements
* Responsible to reconcile mortgage loan and pool level data within Private Investor and Agency Investor Custodial bank accounts
* Perform daily and monthly reconciliation and analysis of the escrow and corporate advance funding facility
* Investigate out-of-balance situations wherein individual balances, positions, prices and transactions are either missing or different between AMPF systems (Thomson, DTCC etc) and Albridge
* Audit manual processing performed by Albridge (Corp Actions)
* Identify and implement process improvement, including quality inspection with process improvement specialists
* Monitor new tran codes / entries introduced by Clearing to ensure they work correctly from a performance perspective
* Evaluate efficiencies of existing policies, procedures, and processes to harmonize and improve all aspects of Accounts Receivable as it relates to Chargebacks
* Maintain related training material and updated desktop procedures in order ensure standard team practices that adhere to best practice efficiency and accuracy
* Document any identified gaps in reconciliation procedures and work with the team leaders and managers to find resolution

## Qualifications for reconciliation analyst

* Capable of navigating through financial systems
* SQL (requests (insert, update, delete), joins, stored procedures, indexes)
* Knowledge of software development lifecycle (SDLC) activities
* Certified Public Accountant is an advantage
* Excellent analytical, problem solving skills and detail-oriented
* Proactive and able to work independently and meet tight reporting deadlines