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# Example of Reconciliation Analyst Job Description

Our innovative and growing company is hiring for a reconciliation analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for reconciliation analyst

* Participation in migrations and system implementations, create and maintain DTP’s and other process documentation
* Identification, analysis and resolution of exceptions in a timely manner
* Liaise with stakeholders and counterparties both verbally and by other means to resolve exceptions
* Post entries to the accounting system which have not been automatically generated
* Collaborate with the UK-based Reconciliation Services team to manage workflows and complete tasks
* Generate management and control reports and perform analysis of the same
* Perform periodic general administrative tasks
* Participation in projects as directed
* Reconciles the CMS transaction reply reports against the membership files of the health plan in accordance with department standards, policies and procedures
* Maintain documentation supporting the reconciliation status and dispositions of reconciling items in order to ensure compliance with Custodial bank reconciliation policy and procedures

## Qualifications for reconciliation analyst

* 5 years plus of proven and solid Business Analysis experience
* Banking experience a must have
* Ability to quickly understand complex environments
* 2 to 3 years Trust, Banking, or Financial Services experience related to Reconciliation or Accounting
* Knowledge of Securities preferred
* Coaching and mentoring possibility