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# Example of Reconciliation Clerk Job Description

Our company is growing rapidly and is hiring for a reconciliation clerk. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for reconciliation clerk

* To complete the cash count
* To complete daily reports
* To perform operations in accordance with the procedures and regulations of Salon de Jeux
* Prepare account reconciliations and various analyses supporting month end/quarter end financials, and help to ensure the integrity of accounting/financial data
* Responds to internal and external customers on a timely basis through in writing (letter, memo, email) or by telephone
* 13.25/hour (full time)
* Monday through Friday Schedule (some holidays and weekend shifts required)
* A comprehensive benefits package including medical, dental, life and supplemental insurance 401k and paid time off
* Verification of a variety of different input sources, primarily the Driver Manifests
* Use of Trapeze and Info Manager systems showing the proper knowledge of reconciliation policy and procedures and the use all features of the system and the reports to complete daily reconciliation of all driver manifests

## Qualifications for reconciliation clerk

* Alpha Numeric data entry test of 6000 keystrokes per hour
* Minimum Associates Degree in Accounting or related business experience in an accounting type profession
* Minimum 3 years in a business office environment preferably in an accounting environment with emphasis on general ledger reconciliation
* Strong analytical skills with the ability to handle multiple tasks and deadlines
* Experience with BRIO or Easytrieve a plus
* 4-year degree with accounting required