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# Example of Reconciliation Manager Job Description

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

## Responsibilities for reconciliation manager

* Responsible for ensuring accurate transaction, position, and tax lot reconciliation of accounts on various systems
* Functions as the department liaison with outside vendors (i.e.Vestmark, Fiserv APL, Advent )
* Participate in enterprise-wide control and governance programs and assist the company to implement control and governance programs from enterprise perspective
* Involve in projects relating to the enhancement of reconciliation capabilities / processes for all monthly intragroup reconciliations
* Sets the standard for a client centric service approach
* Oversees the development of Operational Procedures for the centre of excellence
* Builds a scalable operation that can ultimately support all BI jurisdictions and can absorb additional volume from any acquisition activity
* Provide technical expertise in the use of Intellimatch Suite functionality to the teams and business lines
* Manage communication with Business Segment CFO and Business Sr
* Implement reconciliation governance process for all securities operations

## Qualifications for reconciliation manager

* CA/CWA/MBA with 9-10years / Graduate or Post-Graduate with 12-15 years experience in operations
* Prior experience in OCM role
* Training or Certifications in Business Continuity Planning (CBCP or MBCI)
* Directly supervise team of 5 employees working closely with Manager of Payroll Operations
* Topline responsibility for all accounting and tax aspects of North American Payroll
* Dotted line responsibility for US Expatriate and Global Payroll function