Downloaded from <https://www.velvetjobs.com/job-descriptions/reconciliation-manager>

# Example of Reconciliation Manager Job Description

Our company is looking for a reconciliation manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for reconciliation manager

* Completing daily, weekly, and monthly QA of functions performed on the team and within department
* Delivering business results and creating a work environment that promotes employee engagement
* Setting clear expectations and consistently providing information, resources, feedback, coaching and recognition that helps employees improve their performance
* Developing necessary process improvements, communications and effective working relationships that establish accountability and positively impact Asset Reconciliation and business partners
* Projects that are often broad in scope and require strategic thinking skills, tactical execution and implementation
* Responsible for overseeing the revenue reconciliation process for Medicare Advantage products, including the complete reconciliation and notification to CMS of discrepancies
* This position will oversee reconciliation processes associated with MSP, MMR, PDE, and Encounter data
* Reviewing special status processes to ensure all submissions are accepted and processed accurately, and the attestation of discrepancies submitted to senior management on a monthly basis
* Developing reports to be used by senior management
* Identifying appropriate reconciliation process to resolve data discrepancy and collection of appropriate data to submit and resolve discrepancy, particularly on special member classes like ESRD and hospice

## Qualifications for reconciliation manager

* Establishes uniform methods and practices, including work flow, time frames, performance standards, and business practices to enable all associates to be paid with appropriate controls and accurate charging to proper fund source
* Ensures the timely and accurate processing, delivery, and reconciliation of all payrolls
* Participates in system enhancements and upgrades testing to validate expected functionality as designed
* Must have 5-10 years of payroll operations experience with 2 or more years in a supervisory capacity
* Experience with payroll tax and accounting and must have both federal and state fillings working knowledge
* Exposure to state and local taxation