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# Example of Reconciliation Specialist Job Description

Our innovative and growing company is looking for a reconciliation specialist. 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 specialist

* Bank reconciliations of all US, UK and Investment accounts in accordance with GAAP ensuring that all reconciliations are properly stated with adequate supporting documentation to the appropriate month end timelines
* Reconciliation of Asia entities bank accounts, liaising with Accounts Payable, Accounts Receivable, banking contacts within the US and Asia regions
* Respond timely to internal and external audit requests
* Assist team with the monthly financial review of Clearing House management reports including journal posting, responding to queries and analysis of P&L
* Reviewing sub-ledger reports, matching items in Frontier and conducting follow-up on open items
* Provide appropriate documentation to the Reconciliation Manager in a timely manner for open items that exceed the aging standard
* Analytical evaluation of source documents is expected
* Reconciliations of daily FRB statement, custody accounts and remittances received from mortgage servicers
* Assist the Reconciliation Project Manager with troubleshooting Frontier and various projects
* Participate in general ledger and loan systems projects, including conversions, testing, enhancement implementations, etc

## Qualifications for reconciliation specialist

* Performing operational reconciliations and testing on processes and systems/system enhancements
* High School Diploma or equivalent and a minimum of three (3) to five (5) years experience in the areas of annuities, accounting, banking and/or financial services industry
* Diligent in Position, Cash, Transactions, OTE and MV Reconciliations
* Ability to manage Admin & PB related Reconciliations
* Ability to work independent of management
* Knowledge of mutual funds preferred