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# Example of Reconciliation Specialist Job Description

Our company is growing rapidly and is looking for a reconciliation specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for reconciliation specialist

* Assuring the accuracy and completeness of reconciliations and the respect of procedures
* Review daily commentary on breaks by the off-shore team for accuracy
* Ensure that each break has an explanation
* Reconcile subsidiary ledger to general ledger discrepancies for various product systems
* Maintain detailed off-line reconciliations for general ledger activity
* Perform Balance Sheet and Off-Balance Sheet substantiation and sign-off
* Reconcile Inter-Company transactions and balances
* Reconcile balances in back office processing systems to corresponding subsidiary ledger balances
* Diagnose repetitive root causes that create control breaks
* Complete assigned work, meeting deadlines, with some supervision

## Qualifications for reconciliation specialist

* Knowledge of bank account reconciliation methods
* Some relevant administrative, finance, accounting or customer service experience preferred
* Knowledge of external reference data providers -BLOOMBERG, REUTERS, will be an advantage
* Any experience with reconciliation software such as Frontier or ReconPlus is optional
* Manually matching items and resolving data quality issues
* Any team leader/ 1st level supervisor experience (1-4 people) is optional