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# Example of Reconciliation Specialist Job Description

Our innovative and growing company is looking to fill the role of reconciliation specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for reconciliation specialist

* Provide training and all necessary training tools to team
* Provide help in completing daily work due to absences and scheduling conflicts with team members to ensure no losses are taken
* Complete team member quality assessments on time, providing timely feedback
* Monitor workflow of unit including gathering statistics for performance indicators
* Maintain accounts under clearing standards, monitor accounts daily for “aging” items making sure items are cleared timely and properly
* First line of escalation for problems, responsible for identifying system issues that impact customers and suggesting solutions
* Assist Supervisor in tracking daily activity of team members, attendance, vacation and other appointments
* Complete Team Lead appraisal form to provide feedback on team members for mid year and annual reviews
* Demonstrate the ability to multi-task and prioritize projects with flexibility and adaptation to changing needs
* Issuing call tag and RTS labels

## Qualifications for reconciliation specialist

* Basic Accounting knowledge, including debits, credits
* 2-3 years in the financial services industry is preferred
* Must be able to manage multiple projects and priorities
* Excellent verbal, written, and data entry skills
* Strong aptitude for query design, documenting requirements, and process improvement, Hyperion experience is a plus
* Attention to detail being able to perform defined, repetitive processes accurately and efficiently