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# Example of Reconciliation Specialist Job Description

Our innovative and growing company is hiring for a reconciliation specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for reconciliation specialist

* Ensuring that all cash and securities outstanding items are properly justified and followed up
* Identifying risks to a timely delivery of reconciliation services and escalating the relevant issues to the Milan departments
* Continuously interacting with different Milan offices to clarify issues
* Usage of main system platforms for reconciliation (Operation desk and Spider)
* Usage of main system platforms for investigation
* Managing and archiving of the documentation related to the daily activity
* Trailer fees calculation and reconciliation based on agreements within deadlines
* Reconciliation of distributors positions based on Custodian statements
* Conduct root cause analysis in order to solve all discrepancies
* Creating opportunities to improve the overall process of reconciliation

## Qualifications for reconciliation specialist

* Ability to establish and maintain working relationships with co-workers, supervisors, vendors and Bayview clients
* Operational areas and the systems associated with them
* Anticipates problems / obstacles and understands the ramifications to business
* Previous experience working in Mutual Fund industry preferred
* Knowledge of PC and various software applications (Microsoft Office)
* Must enjoy working with people and technology