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# Example of Settlement Analyst Job Description

Our growing company is searching for experienced candidates for the position of settlement analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for settlement analyst

* Identify, recommend and implement solutions to streamline existing operational processes and achieve results of enhanced productivity and increased efficiencies
* Responsible for day to day securities settlement operations on subscriptions, redemptions, trailer fee processing for Equity, Bonds and Equity Derivatives
* Manage all aspects of trade settlement
* Through on-the-job training, discussions with colleagues and self learning, develop a thorough understanding of relevant TSF structures including the key risks and controls associated with each structure, and relevant tax & legal implications
* This position performs real time balancing of the critical path job stream
* Understand project objectives, direction and project approach
* Participate in daily, weekly and monthly settlement of physical and paper trading activity (Accounts Payable/Receivable)
* Coordinate with counter-parties to resolve invoice reconciliation discrepancies proactively and timely
* Assure accuracy and integrity of activity recorded in general ledger
* Assist with generation of invoicing statements and cash forecasting, communicating progress with settlements lead and accounting team

## Qualifications for settlement analyst

* Highly dependable and dedicated to team
* Good comprehension of control environment requirements, experience with various audits
* Knowledge of payment system transaction flows
* Bachelors in Finance or equivalent and knowledge of fixed income markets
* Be analytical, organized, accurate and detail-oriented with fact-based discipline
* Ability and willingness to take initiative on new projects and work well in a team environment