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# Example of Settlement Analyst Job Description

Our company is searching for experienced candidates for the position of settlement analyst. 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 settlement analyst

* Allocate multiple currency incoming payments in a timely manner for all service lines
* Ensure reconciliation of data with SAP
* Request payment notifications and prepare payment proposals
* Keep contact with markets and support intragroup settlement
* Liaise with various internal and external parties to clarify unallocated positions
* Analyse and/or prepare reports and provide proposals for corrective actions where necessary
* Responsible for daily processing/monitoring of stock plan automated and manual Corporate payments
* Processes trade correction for pre and post settlement errors or tax adjustments
* Performs monthly/quarterly/ yearend checkout related to SOPT, 1099 and retail accounts
* Leads the development of statistical studies of energy utilization

## Qualifications for settlement analyst

* Strong hands-on coding skills in Java and strength in OO design -Knowledge of ORM /persistence frameworks
* Strong communication skill, written and verbal -Ability to interact with non-technical user groups
* Solid knowledge of Linux and shell scripting -Familiar with SDLC tools
* Financial industry background, and specifically exposure to back-office processing (securities clearance and settlement, Swift) -Experience of working on application with external connectivity
* Minimum 1 years of experience with Workday HR/payroll or other SaaS payroll engine preferred
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