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# Example of Settlement Job Description

Our growing company is searching for experienced candidates for the position of settlement. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for settlement

* Primary role will focus on Pin Debit reconciliation, exceptions, and cash movement
* Settles trades for equities, corporate and municipal bonds, and money market instruments via the Depository Trust Company (DTC) and treasuries and government agencies
* Use wires to complete cash settlement of securities such as Euro Time Deposits, Tri-Party Repurchase Agreements, Term Loans, and TBAs
* Processing money orders through E ticket system (online DDA system) for related security transactions
* Balancing the trust systems postings daily to the Trust DDA accounts to verify the accuracy of posted transactions and researching trade issues, cash and security differences with our business partners
* Coordinate all division responsibilities for settlement (inspections, occupancy certificate, termite, keys)
* Confirming and affirming trades with applicable depository and brokers
* Manual data input and processing
* Performing position reconcilement
* Researching and resolving unmatched DTC trades

## Qualifications for settlement

* Experience with third- party card processors
* Finance experience in banking
* Previous bookkeeping experience and/or accounting courses preferred
* Must be detail oriented and able to handle multiple tasks effectively
* Experience in production environment is preferred and experience of banking would also be beneficial
* Experience of merchant acquiring platforms beneficial