Downloaded from <https://www.velvetjobs.com/job-descriptions/settlement>

# Example of Settlement Job Description

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

## Responsibilities for settlement

* Performing other functions as assigned by management
* Communicate with internal and external clients (both domestically and internationally) regarding operational processes and client inquiries ensuring all service level agreements are met or exceeded
* Loaning excess securities to raise short term funding
* Borrowing securities for trade settlements
* Reviewing transactions to comply with 15c-3-3 rules and regulations governing short sales
* Monitoring and resolution of escrow transactions executed through the Option Clearing Corporation
* Tracking breaks and fail researching and rectifying discrepancies
* Group all returned branch checks by bank account and year
* Verify check numbers by key entering into Great Plains for status
* Work with the Unclaimed Property Analyst / Settlement Support to determine bank status

## Qualifications for settlement

* Associate's Degree in Finance, Accounting, or related area or equivalent experience
* Have track records of outstanding professional performance or academic achievement, along with excellent analytical skills strong communication skills
* Investigate and resolve T+1 cash and position breaks
* Perform client services functions – Answer client queries (phone and e-mail), re-issue statements and reports on demand, review fees and commissions
* Responsible for ensuring that all key controls are performed
* Advanced knowledge of Microsoft Office products preferred