



# Example of Reconciliation Analyst Job Description

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Our growing company is hiring for a reconciliation analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for reconciliation analyst

- Performs journal entries as necessary
- Analyse payment exceptions to determine cause of discrepancy while coordinating with custodians, broker/dealers and internal departments to communicate discrepancies and complete correcting actions
- Responsible to reconcile daily operational clearing accounts
- Priority focus given to outstanding reconciliation items across various risk categories ensuring the case files are created and maintained with relevant and up to date information
- Delivery of reconciliations to internal departments within set timeframes
- Regular monitoring with internal teams to ensure reconciliation items is being actioned
- Respond to all internal clients queries within a timely manner
- Provide support to other members in team in resolving issues
- Provide technical knowledge support to the team
- Daily cash adjustments

## Qualifications for reconciliation analyst

- Ability to manage high volume of transactions in a fast-paced environment
- Able to work with high degree of accuracy and integrity
- Can effectively communicate with upper level management and external customers in both a written and verbal manner

- Knowledge of Intellimatch 8.1 or 9.1 R2