



Example of Settlement Job Description

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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),

- Advanced knowledge of Microsoft Office products preferred