

We are Hiring!

RECONCILIATION & SETTLEMENT ASSOCIATE

We are seeking a meticulous and proactive Reconciliation & Settlement Associate to join our finance team. In this role, you will be responsible for overseeing and ensuring the accuracy of financial transactions through regular reconciliation and settlement activities. The ideal candidate will possess strong analytical skills, high attention to detail, and a solid understanding of financial transactions and reconciliation processes.

Responsibilities

- **Transaction Reconciliation:** Perform daily, weekly, and monthly reconciliations of bank accounts, credit card payments, and internal ledgers to ensure all transactions are accurately recorded.
- **Investigate Discrepancies:** Identify, research, and resolve any discrepancies in reconciliations, ensuring timely resolution and minimizing errors.
- **Settlement Processes:** Process and oversee the settlement of transactions, ensuring funds are accurately and efficiently transferred between accounts.
- **Data Accuracy:** Review and validate financial data to ensure the integrity and accuracy of transactions, records, and accounts.
- **Reporting:** Prepare and distribute reconciliation and settlement reports to relevant stakeholders, highlighting key findings and unresolved issues.
- **Support Month-End Close:** Assist the finance team in month-end close activities by completing reconciliations and providing relevant information as needed.
- **Process Improvement:** Identify and implement improvements in the reconciliation and settlement processes to enhance efficiency and accuracy.
- **Documentation:** Maintain clear and organized documentation of all reconciliation activities and support audit and compliance requirements.
- **Compliance:** Ensure compliance with company policies, accounting standards, and regulatory requirements in all reconciliation and settlement activities.



Requirements

- **Technical Skills:** Proficiency in Microsoft Excel and familiarity with financial software or ERP systems (e.g., SAP, Oracle, QuickBooks).
- **Analytical Skills:** Strong problem-solving skills and ability to analyze complex data sets.
- **Attention to Detail:** High accuracy and attention to detail, essential for reviewing financial data and resolving discrepancies.
- **Organizational Skills:** Ability to manage multiple reconciliations, meet deadlines, and work independently.
- **Communication Skills:** Clear verbal and written communication skills to collaborate effectively with internal teams and external partners.
- **Certification:** Relevant certifications (e.g., CPA, CFA, or similar) are an advantage.
- **Experience with Automated Reconciliation Tools:** Familiarity with reconciliation software is a plus.

What We Offer

- Competitive salary with performance-based bonuses
- Comprehensive health, dental, and vision insurance
- Retirement savings plan with company match
- Opportunities for growth and leadership development
- Work in a cutting-edge fintech environment with exposure to global financial markets