

JOB DESCRIPTION

Reconciliation Specialist

Reports To: Chief Accounting Officer

Department: Accounting and Finance

Location: Hybrid, Clearwater FL

Status: Exempt - Salaried

Schedule: Full Time

Summary:

The Reconciliation Specialist will review and reconcile the loan servicing organization escrow accounts as recorded in the FICS system to ensure that the system aligns with the corresponding bank account activity and balances. This role will work closely with Loan Servicing to ensure that all accounts are reconciled in total and in detail at the borrower level, which will require coordinating and requisitioning reports and information from Loan Servicing personnel. This position is also responsible for initiating, tracking, and reporting the majority of the day-to-day banking activities of the company including updating and maintaining the Money Movement workbook and the Daily Cash report. Strong communication skills are required for developing and maintaining relationships with internal and external team members and customers.

Duties and Responsibilities:

- Maintain and balance escrow account balances between FICS, bank, and general ledger
- Process and report on daily treasury activities as needed
- Prepare and participate in other reconciliation projects as needed
- Support the audit process through preparation of reports and schedules.
- Reconcile certain balance sheet and income statement accounts on a monthly basis.
- Assist with operational reporting as needed.

Supervisory Responsibilities:

- This job has no supervisory responsibilities.

Qualifications:

- Bachelor's degree in Accounting or Finance
- 0-3 years of experience with general accounting and data analysis
- Must possess attention to detail and perform work accurately and promptly
- Proficiency with using Microsoft Office Suite required (Word, Excel)
- Must have good verbal and written professional communication skills
- Ability to work in a dynamic, fast-paced environment with ability to “think outside the box” and embrace change as needed

Physical Demands and Work Environment:

- Occasionally required to walk
- Continually required to sit
- Frequently required to talk or hear
- While performing the duties of this job, the noise level in the work environment is usually moderate
- The employee must continually lift and/or move up to 10 pounds

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.