

Bank Reconciliation Specialist

ROBERT SMITH

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Objective

Ambitious Bank Reconciliation Specialist professional extensively trained in compliance, management, customer experience, administration and teller operations. Consistently meets and exceeds all performance metrics in current position as an Executive Assistant. Outstanding leadership skills, self-motivation and pleasant attitude will be a great asset to your department.

Skills

Microsoft, Oracle, Billing.

Work Experience

Bank Reconciliation Specialist

ABC Corporation - January 2010 - September 2013

- Reconciled numerous corporate bank and general ledger accounts utilizing software such as Fiserv and Oracle.
- Partnered with Loss Prevention to drive down cash shortages along with the banks and carriers to research any account variances.
- Imported bank account activity from various banks for reconciliation purposes.
- Imported general ledger activity from multiple systems.
- Ensured sales transactions matched deposits received by banks and/or carriers.
- Conducted in-depth research to make sure the store accounts were credited/debited properly.
- Provided customer service for escalated store issues as well as issues with bank procedures and policies.

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Delta Corporation - 2006 - 2010

- Reviewed accountants, booked entries to ensure accuracy of the G/L Reconciled retail stores cash lines, and assisted with resolving cash differences.
- Reconciled General Ledger operating accounts to bank statements via ADP Drive Performed EOM floor plan statement reconciliation using ADP and CP.
- Reconciled all of the corporate bank accounts using Excel 95 stores depositing cash, credit card, and electronic checks.
- This was a 250-page statement on a monthly basis.) Supported 95 branch managers on accounting issues Managed credit card dispute staff Created.
- Reconcile monthly bank statements to the general ledger for all company locations.
- Researched all financial discrepancies and made journal entry corrections in a timely manner.
- Maintain the daily balancing of the payroll and accounts payable accounts.

Education

MS