

# ROBERT SMITH

## Bank Reconciliation Specialist

[info@qwikresume.com](mailto:info@qwikresume.com) | [LinkedIn Profile](#) | [Qwikresume.com](#)

Seeking a Bank Reconciliation Specialist position with an outstanding career opportunity that will offer a rewarding work environment along with a winning team that will fully utilize management skills.

## EXPERIENCE

### Bank Reconciliation Specialist

#### ABC Corporation - MARCH 2000 - JULY 2002

- Worked in coordination with the cash application teams, various Maxim departments and our banks lockbox facility to ensure meeting our weekly deadlines and commitments Responsible for handling daily lockbox issues, bank corrections, and assisting with audits (Annual, State, etc) Handles controlled disbursement activity consisting of process stop payment submit positive pay files and research exception items.
- Responsible for processing ACH files including cash concentration, vendor payment and special requests.
- Processed affidavits for improper endorsements.
- Prepared cash management journal entries for finance companies and reconcile cash suspense entries.
- Responsible for manually matching unmatched bank deposits with FEP transmittals in the Treasury database.
- Responsible for assisting with research of unidentified differences between bank deposits and FEP transmittals, primarily in the form of deposits corrections posted at the bank.
- Responsible for the verification of whether or not deposits have been received by the bank and notification of late deposits.

### Bank Reconciliation Specialist

#### Delta Corporation - 1996 - 2000

- Reconciliation of Social Security Escrow accounts, which includes eighty-nine sub-accounts.
- Reconciliation of Petty Cash accounts, which includes one hundred and ten sub-accounts.
- Assistance with the reconciliation of the agencies various bank accounts Utilize the agencies electronic general ledger systems, excel spreadsheets.
- Verify the deposits and checks paid through the bank are properly posted in the agencies general ledger.
- Performed monthly Sales and Expense analyses and presented results to the CFO.
- Performed timely and accurate Accounts reconciliation.

- Established standards and procedures for the reconciliation of all operating, payroll, lockbox, and miscellaneous depository accounts ranging.

## **EDUCATION**

- BS

## **SKILLS**

50 wpm, 10-Key, Bank Reconciliation, Inventory Control, Retail Sales.