Reconciliation Specialist

ROBERT SMITH

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Objective

Commitment to service quality and teamwork within the unit department. Responsible for directly interacting with internal lines of businesses and external vendors as well as Branch personnel to resolve issues.

Skills

Excel, Microsoft Office, Powerpoint, Photoshop, Photography

Work Experience

Reconciliation Specialist

H. D. Smith - February 2016 – 2020

- Purchasing orders and warehouse receipt records to ensure all invoices are paid on or before the due date.
- Process audit report for product received without invoices.
- Process and reconcile manufacturer credits with debit memo records.
- Timely and accurate preparation of production reports.
- Provide professional and polite customer service and resolve contract issues from manufacturers.
- Research and resolve identified general ledger account variances to ensure end balances are accurate.
- Perform general accounting activities and collaborate with corporate controllers to remediate unexplained out of balance account conditions.

Reconciliation Specialist

ABC Corporation - 2015 – 2016

- Reconcile the daily Trial Balances in multi-currencies.
- Manage operational exception items such as rejects, collections, reserves/redirects.
- Resolution of outstanding transactions/issues with Customer Service and Settlement Units.
- Reconciliation of Profit and Loss and Balance Sheet items.
- Review and reconcile ACH files.
- Aid and assist in the implementation of new projects.
- Prepare and upload journal entries for reconciling purposes..

Education

BS

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