
Reconciliation Clerk Resume

Job Objective

Seeking to obtain a Reconciliation Clerk position with an organization where I can utilize my clerical skills and be an asset to the employer.

Work Experience:

Reconciliation Clerk
Brink's Incorporated, New York, NY
May 2004 – Present

- Contacted suppliers to attain assigned vendor statements on a timely basis.
- Managed to research each transaction on vendor statements.
- Ensured accurate review and research of open items.
- Provided reconciliation summary data utilized by external audit in course of validating trade payables.

Reconciliation Clerk
First American Bank, New York, NY
March 2002– April 2004

- Assisted with project research, data compilation and analysis for special reports.
 - Provided notifications and referred transactions to appropriate departments.
 - Computed extensive data input of account profile information into a central database.
 - Distributed order status reports to branch operations and handled follow-up status.
 - Ensured interface with branch operations regarding customer profile information.
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Summary of Qualifications:

- Outstanding experience in reconciliation processes in a financial environment
 - Deep knowledge of GL accounts and bank reconciliations
 - Familiarity with accounts receivable and accounts payable reconciliations
 - Ability to perform research discrepancies and explore possible resolutions
 - Detail oriented with a focus on accuracy in reconciling functions
 - Ability to meet departmental objectives and deadlines
 - Ability to maintain archive tracking system ensuring policy guidelines
 - Knowledge of MS Office programs and other related applications
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Education:

Associates degree in Accounting
Community College of Rhode Island, Warwick, RI

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