

## Reconciliation Specialist

**Please note, candidates must include a cover letter and salary requirements when submitting their resume. Submissions that do not meet these requirements, will not be considered.**

Rockit® Solutions is a leading data aggregation and reporting solution for single-family & multifamily offices, registered investment advisors, private trust companies and other financial institutions. Our software consolidates account data from multiple sources, focuses on data integrity, reconciles discrepancies, and offers flexible reporting. Our company culture is one that Rockit prides itself on, as we continue to uphold an atmosphere that encourages professional development, a team oriented environment and an excellent work-life balance.

We are currently looking for a Reconciliation Specialist to perform daily reconciliation for cash and positions between the clients' custodians and Rockit & Fi-Tek(Rockit's parent company) internal systems. The specialist is responsible for reconciliation including: trades, cash, income, corporate actions and capital events. The group works with all currencies and asset types.

### **Additional Responsibilities:**

- Reconcile, evaluate and post cash transactions
- Balance accounts
- Perform holdings and cash reconciliation
- Conduct manual reconciliation
- Process security transfers
- Manage inquiry status, involving description and review
- Coordinate with various internal departments, including securities processing group, client services and partnership accounting
- Ensure timely sign off for monthly and quarterly reporting cycles

### **Skills & Knowledge:**

- BA/BS required. Degree in finance, accounting, economics or statistics strongly preferred.
- 1-2 years reconciliation experience preferred, 1-2 years financial experience or internships required.
- Strong understanding of equity and fixed income products as well as foreign currencies.
- Strong mastery of Microsoft Office, especially Excel
- Ability to excel independently or as part of a team
- Can communicate effectively and transfer thoughts into expressed ideas
- Detail oriented and responsive
- Ability to multi-task and prioritize tasks
- Experience working with portfolio accounting systems and custodians and advanced knowledge of Microsoft Excel a plus.

**Position Benefits:**

- Competitive salary with 401(k) and company match
- Excellent health benefits (Medical/Dental/Vision)
- Flex spending accounts
- Tuition reimbursement
- Gym reimbursement

Please visit [www.Rockitco.com](http://www.Rockitco.com) for more information.

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