

Bank Reconciliation Accountant Job Description

- Monitor all banking activities in order to detect irregularities
- Investigate all transactions in order to prevent fraud
- Provide feedback to the accounting department on how to improve on internal controls, and also pinpoint areas where risks relating to banking transactions can be minimized
- Provide documentation for the purpose of supporting all financial transactions
- Prepare monthly bank reconciliation reports regarding all cash deposits to the bank(s)
- Assist auditors – internal and external – with documentation required for the auditors to do their job satisfactorily
- Perform the reconciliation and verification of accounts regarding cash at hand and cash at bank
- Reconcile and process transactions that are complex in nature
- Maintain required files, reports, and data
- Reconcile and rectify all ledger accounts belonging to customers
- Reconcile accounts that fall into receivable records with the sales invoices
- Maintain constant contacts with the company's customers
- Follows up all transactions continuously and provide updates to the management
- Adhere to corporate standards and procedures in all reconciliation activities
- Improve personal skill set regarding software proficiency, financial analysis and data processing
- File all prepared accounts in a well-organized manner
- Track all inventories regularly and report to the management with the inventory records
- Reconcile discrepancies in different accounts

- Answer customers or clients questions regarding any financial issues
- Perform all other related duties as assigned to meet the needs of the organization
- Collaborate with the storekeeper regarding stocks available in the store or warehouse.