



Reconciliation Specialist

Job Title: Reconciliation Specialist

Department: Operations

Location: AITC - Atlanta, GA

General Job Description

The Reconciliation specialists are primarily responsible for providing reconciliation support to the various AITC teams in administering their IRA, custodial, corporate trust, and transfer agent accounts. Primary responsibilities include balancing and reconciliation of internal and external operating and sweep bank accounts as well as reconciling customer account positions with various third parties. In addition, project work to support new and existing business lines that may require significant independent thinking and self-direction.

Essential Duties

- Gain a comprehensive understanding of the team's processes, relationships, and applications used to support AITC business lines
- Perform daily balancing and reconciliation of all internal, operating and sweep cash accounts
- Balance and reconcile cash activity and asset positions with master custodian records
- Provide leadership, cross training, and contribute to overall positive spirit of department
- Provide exceptional customer service to internal and external clients
- Ensure overdrafts and/or reconciling exceptions are researched and resolved in a timely manner
- Escalate aged exceptions based on established standard to responsible party and prepare month-end summary report of aged exceptions for executive review
- Assist with special projects including onboarding of new bank accounts, testing procedures to support new business, working with vendors on system enhancements for ongoing efficiency, and providing creative solutions and ideas
- Draft and implement desk procedures with periodic review to ensure accuracy
- Provide resolution and/or alternatives to management resulting from internal or external concerns
- Perform other duties as requested

Qualifications

Knowledge and Skills:

- Extensive knowledge of US Banking regulations is desirable
- Knowledge of securities industry and transfer agent regulations desirable
- Prior knowledge of AddVantage, Transfer, and Corporate Universe systems, a plus
- Excellent verbal and written communication skills
- Proficiency with Microsoft office products, VLOOKUP and Pivot Tables experience required, marcos experience

- Excellent problem-solving skills

Education/Experience:

- BA or BBA with emphasis on Finance or equivalent work experience

About Argent:

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- Argent Institutional Trust Company (AIRC), formerly TMI Trust Co. (TMI), is a Florida-based trust company with multiple locations to serve the trust and agency needs of the corporate and public finance markets, family offices, IRAs, churches and nonprofits, and other specialty services.
- As an independent, non-depository, non-lending trust company, our focus is on our clients and delivering conflict-free solutions to meet their needs. Through our extensive history and experience, we have the necessary knowledge, flexibility, and agility to properly administer the transaction at hand.
- AIRC provides a full suite of traditional trustees, escrow, and loan agency services for debt capital markets transactions, M&A, project finance, direct lending, leasing, default/workout, and a broad range of associated collateral. We also offer a variety of fiduciary and tax accounting services for family offices and investment partnerships.
- In addition, AIRC serves as custodian for thousands of Individual Retirement Accounts for investors in traditional assets such as mutual funds, money market accounts, and other marketable securities, as well as alternative assets like privately held company stock, church bonds, and real estate.
- Our specialty services include serving as trustee, registrar, paying agent, and loan agent on more than half of all the faith-based bonds and pooled loan programs in the U.S. We also provide advisory services and property brokerage to faith-based organizations, drawing upon our extensive history in this market.