

Reconciliations Specialist

Purpose of the Role:

DGC SA is looking for a focused, self-motivated & dynamic individual to join our team as a Reconciliations Specialist. The reconciliation function is responsible for ensuring that funds received for our clients processors is accurate, complete and timeously executed.

You must be highly numerate, well organised, with the ability to work to deadlines. Attention to detail and accuracy is non-negotiable.

Duties include, but not limited to:

Direct integration Processing and Reserves

- Get confirmation from Data Administrator to ensure alignment to 3rd party portal and Matrixfeed on a weekly basis
- Post into Business Central weekly
- Match and reconcile data in Business Central and resolve discrepancies timeously

Adhoc fees (i.e. GlobalPay, Sightline etc)

- Receive fee invoices from processors and post them as purchase invoices in Business Central
- Prepare the data ports for wire fees, chargeback fees, refund fees and other ad hoc items.
- Upload into Business Central (additional information can be obtained from the daily reconciliation statements which data admin person can extract).

Fraud Data

- Obtain confirmation from data administrator that fraud data agrees to the 3rd party portal and matrixfeed
- Follow up discrepancies with Business Intelligence / Banking
- Log a ticket via Finance Escalation Process explaining the discrepancies to enable Business Intelligence to push the data into Business Central.

Refunds and Withdrawals

- Ensure that detailed refunds per the Business Intelligence ledger agrees to the processors summarized transactions per the matrixfeed and 3rd party
- Follow up any discrepancies with Business Intelligence / Banking
- Log tickets via Finance Escalation Processes explaining the discrepancies to ensure Business Intelligence can push the data into Business Central

Month-end reporting and audit process

- Prepare the following month end balance sheet reconciliations for inclusion in the month end and audit files:
- Bank reconciliations
- Post and control accounts
- Vendor / Processor reconciliations
- Prepare monthly reports (open items, processing costs, aging and balances for inclusion in the audit packs and month end files).
- Include all support electronically with month end reconciliations.

This job description is not intended to be an exhaustive list of responsibilities. The job holder may be required to complete any other reasonable duties in order to achieve business objectives.

Essential Criteria:

- Finance related Qualification

Desirable Criteria:

- Accounting Experience
- Experience with accounting software packages
- Intermediate to advanced Microsoft Excel skills.

Knowledge, Skills & Abilities:

- Accountability and Execution
- Bottom Line Focus
- Control and Efficiency
- Effectiveness & Delivery
- Stress tolerance
- Numbers

How to Apply:

All applications need to be submitted via [Workday](#)

Please ensure you have attached an updated copy of your CV and a motivation letter supporting your application. ***Note this role is based in Cape Town, South Africa.***