

Reconciliation Manager

Navan, Co. Meath

eCOMM Merchant Solutions (www.ecomm365.com) enables business customers to accept American Express, Mastercard, Visa and Alipay payments. We offer our customers, Point of Sale (POS) terminals, e-commerce, mail order and telephone payment solutions.

The company is a payment gateway, payment aggregator, regulated entity and processor all in one. This has multiple benefits for our customers in terms of speed of processing, operational efficiencies and cost savings.

Responsibilities & Accountabilities:

- Daily system balancing and reconciliation of scheme transactions
- Daily, weekly and monthly funding of merchants in multiple currencies.
- Daily, weekly and monthly settlement with card schemes.
- Account reconciliation, research and escalation of outstanding items.
- Coordination with Card Schemes and Correspondent banks regarding settlement
- Payments to our Acquiring banks.
- Performing analysis of card scheme interchange fees and working with our compliance team to identify and resolve any differences.
- Perform trend analysis of client processing and identify exceptions for review.
- Providing regular feedback to the Team Leader on individual performance.
- Adhering to and contributing to the companies processes and procedures.
- Strong understanding of debits and credits.

Skills & Experience:

- Previous experience in an accounting operations or reconciliation environment desirable.
- Previous experience in a banking or bankcard related industry preferable.
- Familiarity with Visa/Mastercard regulations preferable.
- Familiarity with a multi-currency environment preferable.
- Highly self-motivated.
- Client focused.
- Quality focused with excellent attention to detail.
- Exceptional standard of communication skills.
- Ability to schedule tasks to manage time and priorities.
- Ability to work on own initiative or as part of a team and to work efficiently with other departments.
- Ability to work under pressure to tight deadlines, with a drive and commitment to delivery.
- Proficiency with Microsoft Office products (especially Excel). Knowledge of pivots, macros and other functions is highly desirable

Apply by email, mentioning the job title to: careers@ecomm365.com