

Bitcoin Suisse is the Swiss crypto-native pioneer and trusted gateway to crypto asset investing. As the leading crypto service provider in Switzerland, we operate across the most relevant crypto exchanges and provide brokerage, custody, staking and other crypto-related services at the forefront of technical innovation. We are as dedicated to our clients as we are passionate about cryptocurrencies and the underlying blockchain technology. We make things happen and have helped to shape the crypto and blockchain ecosystem in Switzerland as a driving force in the development of the 'Crypto Valley'. Bitcoin Suisse is headquartered in Zug with offices in Copenhagen, Vaduz and Bratislava and targets (ultra-) high-net-worth private individuals and institutional clients.

Reconciliation Specialist

This position is available in Bratislava/Slovakia.

About the role

As a Reconciliation Specialist, you play a vital role in ensuring the accuracy and integrity of financial transactions by performing reconciliations on fiat & crypto accounts. You will investigate discrepancies, monitor transactions for inconsistencies and collaborate with various internal stakeholders to resolve issues in a timely manner. Your attention to detail, analytical skills, and ability to communicate effectively will be crucial to identifying risks and improving the overall reconciliation process.

You will have the following responsibilities

- Perform daily, monthly, and periodic bank account reconciliations
- Investigate and resolve discrepancies in a timely manner
- Monitor financial transactions for inconsistencies and fraudulent activities
- Maintain accurate records of reconciliation activities
- Conduct research and analysis to identify root causes of discrepancies
- Communicate with internal departments to obtain necessary information
- Assess and mitigate risks associated with the reconciliation process
- Identify opportunities for process improvement and automation
- Provide training and support to team members

What you bring along?

- Experience in the financial sector and Operations (bank, insurance, financial service provider)
- Secondary vocational diploma from a Business Academy and/or a Bachelor's degree
- Proficient in Microsoft Excel, PowerPoint, Azure DevOps and Jira
- Dedicated and responsible personality with strong team-player attitude
- Diligent and conscientious working style and able to stay calm in hectic situations
- Fluent in English (verbal and written)

What we offer

- **Expertise:** Work with crypto native experts
- **Culture:** Positive and supportive team culture that relies on common goals, ambitions and values
- **Activities:** Regular team events and activities
- **Ownership:** High level of autonomy and responsibility
- **Workation:** Enjoy the flexibility of working across designated EU countries, with up to 20 days a year to combine work and travel
- **Sport:** Multisport card
- **Home Office & Telework**

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