Title: Reconciliation Specialist

Supervisor(s): Director, Operations Accounting

Department/Client Team: Accounting

Location: Plano, Texas

JOB OBJECTIVE
Supports pharma account the financials in the close-out phase of the projects, manage HCP reporting and posts data and files into client’s system. Works closely with the Corporate Meetings & Events project team to manage the final reconciliation process according to the client process, while meeting the established contractual KPIs and SLAs. This job function requires attention to detail, analyzing information, reporting skills, general math skills, organization, objectivity, deadline-oriented, research skills, thoroughness, and time management. Excel experience required and Cvent experience preferred.

General Responsibilities (including but not limited to):

Responsibilities

• Support a key Life Science account with financial close-out
• Collaboration with CM&E Project Team in getting final billing and attendance reports
• Audit vendor bills for accuracy
• Create final program reconciliation for submission
• Point of contact for client RA team with any post-event financial queries
• Adhere to client SOPs and timelines
• Use centralized platform as data repository
• Calculate and report on Cost Savings and Avoidance

Key Qualifications

• Attention to detail and proven track record in accuracy
• Ability to learn Cvent SMMP platform for Financial entries
• Ability to learn about pharma compliance & reporting for Aggregated HCP spend tracking and reporting
• Experience with financial reconciliations: hotel & vendor bills – checked for accuracy and reconcile budget
• Ability to work under tight deadlines and management of multiple projects simultaneously
• Excellent verbal and written communication skills required for interaction with client and suppliers
• Sense of urgency and understanding of accuracy to maintain
client satisfaction

- Drive to deliver excellence on objectives and quality of work
- Critical thinker that is solution-oriented
- Desire to learn, grow and excel

Candidates must be authorized to work in the United States for any employer without sponsorship.

Interested candidates should send their cover letter with salary requirements and resume to uscareers@mci-group.com with the position title in the subject line.

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