

Combined Building and Housing Consultant

October 12, 2026

Job Opening: Bank Reconciliation Analyst

Location: Puerto Rico

Employment Type: Full-Time remote

Position Summary

We are seeking a detail-oriented Bank Reconciliation Analyst to join our accounting and finance team. The ideal candidate will be responsible for reconciling bank accounts, investigating discrepancies, and ensuring the accuracy of financial transactions and records.

Key Responsibilities

- Perform daily, weekly, and monthly bank reconciliations.
- Reconcile bank statements against general ledger accounts.
- Investigate and resolve discrepancies and outstanding transactions.
- Prepare reconciliation reports and maintain supporting documentation.
- Assist with month-end closing procedures.
- Communicate with internal departments and financial institutions as needed.

Qualifications

- Associate's or Bachelor's degree in Accounting, Finance, or a related field preferred.
- One to three years of experience in bank reconciliations or accounting preferred.
- Knowledge of general ledger accounting principles.
- Proficiency in Microsoft Excel and Word.
- Strong analytical skills and attention to detail.
- Bilingual English and Spanish preferred.

Compensation and Benefits

- Salary open according to experience.
- Medical benefits and retirement plan available.

- Opportunities for professional growth.

How to Apply

Send resume to the following email address:

ana.cordero@combinedinc.com and rdpinfo@combinedinc.com