

# JOB POSTING

## Reconciliation Clerk

Stripes LLC is in the process of interviewing candidates for the position of Reconciliation Clerk. This position is located at the Stripes Support Center in Corpus Christi, TX. The position will report directly to the Reconciliation Supervisor.

Some areas of responsibility include:

- Credit card reconciliation and research.
- Provide customer service for credit card disputes.
- Manage the sales and return processing of Valero & Stripes cash cards.
- Assist with Prepaid, Lottery, ATM, Fuelman, Charity & Payphone reconciliation.
- Administer general ledger account reconciliations.
- Conduct accounts receivable, manual credit card, and WIC processing.
- Assist in other reconciliation activity (Fishing License, Beach Permits).
- Special projects and various other duties as assigned.

Personal qualifications and attributes necessary for successful performance in this role include:

- High School Diploma or GED equivalent required.
- Minimum one (1) year related experience  
Bookkeeping and 10 key by touch experience required
- Ability to work with all levels of management and with minimum supervision
- Must be detail oriented and have excellent organizational and time management skills
- Must be a team player and enjoy working with people
- Ability to manage/coordinate multiple projects at one time
- Excellent communication skills both oral and written form
- Proficient computer skills to include Excel, Microsoft Word
- Bilingual preferred, but not required

Interested candidates who meet the listed qualifications should submit their resume or application to Human Resources at [careers@susser.com](mailto:careers@susser.com) or via fax 361.693.3719.

In the subject line, please include the title of the position you are applying for.