



EMPLOYMENT OPPORTUNITY

Bank of the Bahamas Limited, the institution of first choice in the provision of financial services, seeks to identify suitable candidates for the position of:

Operator, Data Centre

Key responsibilities:

- Check all end of session reports from incoming direct credits
- Create posting file
- Create direct credit return file (if any items marked return)
- Print duplicates report (continuous throughout the day)
- Mark duplicates (continuous throughout the day)
- Processes outgoing & incoming clearing (X9 files to & from ACH)
- Correct and match unmatched clearing transactions
- Process file for outgoing return cheques
- Upload Salary files (incoming/outgoing NACHA files, online and email)
- Upload Card Centre ATM transactions file (ITMGL)
- Upload ACCPAC file
- Upload Merchant Services files (Amex/EPX)
- Create and dispatch Amex bill payment file
- Assist with the processing of payroll files (online and emails)
- Post journal entries in Flexcube
- Print Flexcube unmatched items report
- Communicate outgoing exceptions to branches
- Upload posting file to Flexcube
- Ensure EOTI is done for all branches at EOD
- Print all Bach reports (file activity, debit instrument and return reports)
- Sort, file & store negotiated cheques from branches
- Ensure that all Branches and Units mark their End of Transactions Input (EODM) in Flexcube and are off the system by 6:00pm so that the End of Day (EOD) can commence without issue

Minimum Requirements:

- Associate Degree in a technology related field
- Minimum of 2 years banking experience
- Strong knowledge of the bank's core banking system (Flexcube and Business Objects)
- In-depth knowledge of the bank's operational policies and procedures
- Must be able to work independently and as a team player when required
- Sharp analytical and problem solving skills to assess issues, examine alternatives, and use judgment to provide reasoned recommendations.
- Excellent interpersonal skills
- Competent in use of Microsoft Office with a high level of proficiency in MS Excel.

Benefits include: Competitive salary commensurate with experience and qualifications; Group Medical (includes dental and vision) and life insurance; pension scheme.

Interested persons should apply no later than **August 16, 2021** to:

Email: hr.apply@bankbahamas.com