



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:

Senior Service Representative Eleuthera Branch

Key responsibilities:

- Responsible for the distribution and receipt of cash to/from Treasury ensuring that the log is updated and balanced to the General Ledger on a daily basis.
- Responsible for ensuring that cash shipments are always packaged and ready when necessary.
- Responsible for providing overrides within his/her authority limit for the Tellers as required.
- Responsible for ensuring that tellers are servicing customers in an accurate and timely manner
- Responsible for acting as lockup officer and surprise cash counts;
- Reviews account files and documentation before authorizing transactions in Flex branch and Flex cube ensuring all information is received and input correctly.
- Responsible for ensuring that fixed deposits are rolled over rates are changed or amended on the customers' accounts.
- Responsible for the processing wire transfers, telephone transfers and RTGS payment ensuring all transfers are completed and GL is cleared.
- Responsible for ensuring that Pre-Paid and Credit Card entries are processed daily
- Responsible for reconciling all related Suspense Accounts and GLs daily

Minimum Requirements:

- Associates degree in any business related field or ABIFS Diploma
- 3 years banking experience
- In depth knowledge and understanding of the bank's services, operations policies and procedures (particularly AML and Compliance procedures)
- Problem solving skills
- Ability to multi-task
- Strong verbal and written communication skills
- Proficient in Microsoft Office

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 **April 19th, 2021** to:
Email: hr.apply@bankbahamas.com