



## **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:

### **Supervisor Centralized Treasury Unit**

#### **Key responsibilities:**

- Supervises the daily operation of the Centralized Treasury unit
- Monitors and balances unit GL accounts
- Ensures all documentation is correct for commercial deposits received
- Counts and verifies currency, coin and checks received for deposit
- Completes data entry for transactions and issues receipts
- Prepares currency and coin orders for shipment; enters transactions into the core banking system and balances transactions daily
- Process incoming and outgoing branch shipments, ATM cassettes and night depository bags
- Log bags, process deposits; makes change orders; issues receipts and return locked bags
- Provides effective customer service and assists in resolving issues, problems or complaints within given authority
- Assists in opening and closing the vault daily; assist in balancing vault currency and coin
- Prepares adjustments to customer accounts for errors in deposits
- Prepares reports on all counterfeit items

#### **Minimum Requirements:**

- Associates degree in any business related field
- 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 **June 24, 2021** to:

**Email: [hr.apply@bankbahamas.com](mailto:hr.apply@bankbahamas.com)**