



## 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:

### Treasury Custodian

#### Key responsibilities:

- Ensures that the physical cash held by Tellers in their various denominations agrees with the General Ledger cash position at all times.
- Monitors cash movement between vault and the Tellers to reflect various denominations of notes and coins, on a Teller-by-Teller basis in line with the Bank's policies and procedures.
- Monitors the daily net position of each denomination of notes and coins and the overall balance of cash held in the vault.
- Fulfills cash shipment orders for branches and commercial customers.
- Repatriates excess cash to the Central Bank when levels exceed limits.
- Complies with end-of-day procedures including but not limited to ensuring that:
  - Total physical cash for each Teller agrees with the totals of what has been recorded in each Teller's Reconciliation; and
  - The net position of each denomination as well as the total of all the physical cash held has been recorded in the vault General Ledger.
- Loads and replenishes offsite ATM machines in line with the Bank's policies and procedures.
- Provides first line maintenance for offsite ATM machines and escalates problems as required in line with the Bank's policies and procedures.

#### Minimum Requirements:

- First level college degree or 2 - 3 years of related experience and/or training; or the equivalent combination of education and experience. Work related experience should consist of a currency or coin handling and/or customer service background. Educational experience, through in-house training sessions, formal school or financial industry related curriculum, should be business or financial industry related.
- Basic experience, knowledge and training in branch or department operation activities, terminology and products and services.
- Basic knowledge of related state and federal banking compliance regulations, and other Bank operational policies.
- Working knowledge of the core banking system.
- Possess excellent problem solving and analytical skills.
- Possess the aptitude to understand and process information very quickly.
- Good organizational and time management skills.
- Ability to work with general supervision while performing duties.
- Current driver's license and a vehicle with appropriate insurance coverage if required to drive in the course of performing assigned duties and responsibilities.

**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 **October 25<sup>th</sup>, 2021** to:

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