



## 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:

### Financial Reporting Officer

#### Key responsibilities:

- Prepare Resident Sales Report. Due 1pm daily for review. Due 3pm daily to Central Bank.
- Prepare the Weekly Interest Rate Report. Due Thursday each week for review. Due 4pm each Tuesday to Central Bank.
- Prepare the Monthly/Quarterly Financial Returns. Due the 10th business day after each period end for review. Due the 15th business day after each period end to Central Bank.
- Prepare the Semi-annual Financial Return. Due the 15th business day after June and December for review. Due the 31st after each period end to Central Bank.
- Maintain the log of late submissions and resubmissions of Central Bank reports/returns.
- Prepare commentary on asset/liability fluctuations and/or other material changes queried by Central Bank as requested.
- Preparation of Fixed Asset (FA) general ledger reconciliation by the 15th of following month.
- Completion of FA movement schedule for inclusion in the monthly reports, quarterly publication and year-end financials. Due 5 business days after month end.
- Ensure depreciation is properly recorded 5 business days before month end.
- Updating the register for new and disposed assets.

#### Minimum Requirements:

- A Bachelor's degree in Accounting with at least 2 years related work experience.
- Knowledge of economic and accounting principles and practices.
- Ability to handle multiple tasks and interact professionally with staff and Central Bank personnel.
- Effective verbal and written communications skills.
- Proficiency with Microsoft Office, specifically Microsoft Excel.
- Good investigative skills and should be detail-oriented.
- Good organizational and time management skills in planning, scheduling and prioritizing the workload to meet tight reporting deadlines.

**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 **March 29, 2021** to:  
**Email: [hr.apply@bankbahamas.com](mailto:hr.apply@bankbahamas.com)**