



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 Processing Unit

Key Responsibilities:

- Uploads Vendor payment files provided by Finance Department.
- Uploads Bill Payment files directly to Vendors and ensure settlement is completed Uploads settlement files for Credit Cards point of sale (POS) transactions to Merchants.
- Uploads end of day settlement files for ATM transactions
- Processes incoming and outgoing Direct Credit files
- Processes incoming and outgoing Clearing X9 files
- Initiates the End of Day process in the Core Banking System and ensures completion, seeking technical assistance if necessary.
- Obtains unmatched items report and communicates exceptions to the relative Branches for action.
- Monitors/Checks suspense GL for rejected items; investigates reasons for rejection and manually creates and posts entries to clear.

• **Minimum Requirements:**

- Possess an Associate's Degree or equivalent; or minimum one (1) to three (3) years of professional experience in Branch network operations.
- Possess strong accounting skills.
- Possess excellent interpersonal skills and works well independently and in teams.
- Pays close attention to detail.
- Possess excellent speed and accuracy skills.
- Possess strong organizational and multi-tasking skills.
- Excellent oral and written communication skills.
- Possess the aptitude to process information very quickly.
- Possess the aptitude to operate a variety of office equipment, including computer Microsoft Office applications, calculator, printer, fax machine and photocopier.

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

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

Interested persons should apply no later than **March 13th, 2023** to:

Email: hr.apply@bankbahamas.com