



## External Job Posting

### Settlement Associate, Card Services Unit

The Bank of The Bahamas Limited, a premier provider of financial services in the region, is dedicated to excellence and innovation in banking. We are seeking an experienced **Settlement Associate** to join our growing team and drive the expansion of the Bank's presence within the corporate segment.

#### Position Overview:

The **Card Services Unit** plays a vital role in supporting Branches and other Departments across the Bank by ensuring the timely and accurate processing of customer transactions. Given the fast-paced and sensitive nature of these activities, the highest standards of accuracy and efficiency must be maintained to safeguard the Bank's success and minimize risk.

The **Settlement Associate** supports the Unit by processing information, compiling data, and executing key operational tasks as directed by the Assistant Manager. The role requires someone who can work both independently and collaboratively to ensure departmental goals are met within established timeframes.

#### Key Responsibilities:

- Process and post daily card settlement transactions, journal batches, and general ledger (GL) entries with accuracy and timeliness.
- Prepare and reconcile GL entries for card-related activities, including Visa, Discover, ATM transactions, merchant services, fees, chargebacks, write-offs, and prepaid card loads.
- Monitor and balance settlement suspense GLs, ensuring accurate monthly listings and compliance with internal controls.
- Update and maintain spreadsheets and systems to support daily and monthly reporting to the Central Bank.
- Provide backup support to the Reconciliation Associate and assist with other operational tasks within the Unit.
- Ensure adherence to Bank policies, procedures, and regulatory standards while maintaining the highest levels of accuracy and efficiency.

#### Minimum Qualifications & Experience:

- Associate's degree or equivalent; or a minimum of one (1) to three (3) years of professional experience in branch network operations.
- Strong accounting skills with sound financial understanding.
- Excellent interpersonal skills with the ability to work both independently and as part of a team.
- Strong attention to detail with excellent speed and accuracy.
- Proven organizational and multi-tasking skills.
- Excellent oral and written communication skills.
- Ability to quickly process and understand information.
- Strong working knowledge of the Flexcube system.
- Proficient in Microsoft Office applications and skilled in operating standard office equipment, including calculator, printer, scanner, and photocopier.

#### Why Join Us?

- Be part of a high-performing team that values innovation and excellence.
- Competitive salary, performance-based incentives, medical insurance (including life, dental, and vision), and a robust pension plan.
- Be part of a team that values your expertise and invests in your success!

**Deadline to Apply:** Thursday, September 18, 2025 at 4:30pm.

**Application Submission:** Please email your application to [hr.apply@bankbahamas.com](mailto:hr.apply@bankbahamas.com).