



Employment Opportunity: Accounts Officer

Suitable candidates are invited to apply for the position of Accounts Officer at The Bahamas Development Bank (“BDB”) New Providence Branch. The successful applicant will have satisfied the requirements and be able to provide the services as noted below.

General Duties and Responsibilities

- Review daily check registers and cumulative cash reports for preparation of quarterly
- Cash Flow Reports;
- Preparation of weekly Cash Position;
- Preparation of Bank Reconciliations;
- Prepare Accruals and Prepayments Schedules;
- Prepare and maintenance of Long-term Debt schedule and payment instructions;
- Maintenance of Fixed Asset Register Database;
- Prepare summary reports as required for various regulatory agencies;
- Conduct research on client accounts and general ledgers;
- End of the month general ledger posting and analysis;
- Assist with audits by Internal and External Auditors;
- Prepare statistical reports and have the ability to analyze large amounts of data;
- Prepare correspondence as per assistant manager and Financial Controller direction;
- Other assigned tasks and duties.

Skills & Abilities

- Proficient in Microsoft Office Suite;
- Excellent verbal and written communication skills;
- Ability to work with minimal supervision;
- Team oriented, organized and possess time management skills to meet strict deadlines.

Qualifications & Experience

- Bachelor’s Degree in Accounting, Banking or Finance;
- Two (2) years of banking and financial industry experience is required.

All interested applicants are asked to submit a resume along with letter of interest to the Human Resources Department via email to careers@bdb.gov.bs , no later than 30th January, 2023. Only shortlisted applicants will be contacted.