

**MINISTRY OF FINANCE  
VACANCY FOR RECONCILIATION OFFICER  
BAHAMAS DIGITAL PAYMENT PLATFORM PROJECT**

Applications are invited from suitably qualified college graduates to fill vacancy for Reconciliation Officer for the Bahamas Digital Payment Platform Project, at the Ministry of Finance.

**Minimum Qualifications Required:**

**Applicants must possess:**

- i. **A Bachelor's Degree in Business/Accounting or related field from an accredited college/university**
- ii. 1+ years of accounting/reconciliation experience
- iii. 1+ years of industry knowledge and experience

➤ **Competencies/Skills Required:**

- i. Strong desire to excel and achieve results.
- ii. Ability to work effectively independently and with senior management and other team members
- iii. Ability to organize and complete work in a timely manner
- iv. Strong customer service skills required
- v. Must be self-motivated
- vi. Must be able to work individually with little supervision
- vii. Strong communication skills, both written and verbal

➤ **Post Summary:**

The Reconciliation officer will report to the Coordinator of The Bahamas Digital Payment Platform. The Reconciliation Officer will assist with the reconciliation of transactions across the general ledger and sub-ledgers within The Bahamas Government Agencies to ensure the accuracy of reporting of payments through the new Bahamas Government Digital Payment Platform.

➤ **Specific Duties and Responsibilities of the post include:**

- i. Reconciling payments to ensure the accounting system reflects the correct transactions
- ii. General ledger reconciliations
- iii. Account reconciliations across agencies.
- iv. Reconciling all transactions with associated vendors
- v. Verifying daily financial transactions
- vi. Supporting the month end process
- vii. Generating month end reports

➤ **A successful candidate will:**

- i. Possess experience reconciling accounting figures and financial records
- ii. Be able to identify errors
- iii. Appropriately handle sensitive information
- iv. Possess the ability to work to deadlines
- v. Pay high levels of attention to detail

- vi. Possess excellent written and verbal communication skills
- vii. Demonstrate strong client relationship management and customer service skills
- viii. Be a team player with the ability to work with multiple parties
- ix. Possess intermediate to advanced computer software skills, including Excel and Accounting packages

**The position is on contractual terms for a period of three (3) to six (6) months at a competitive salary.**

**Application Submission Deadline: 2, February 2021**

A resume and a completed Government Employee Application Form should be scanned and submitted electronically to [mofjobs@bahamas.gov.bs](mailto:mofjobs@bahamas.gov.bs). The Government Employee Application Form is available online at: <https://bit.ly/2MBy84e>

Place the job title in the subject line when submitting your email (e.g. Job Application: Reconciliation Officer) Include proper contact details (email address, telephone contact) should we wish to reach you.

**Applicants that do not have the basic qualifications will not be considered.**