

POSITION ANNOUNCEMENT

JOB TITLE:	BANK RECONCILIATION CLERK
TYPE OF VACANCY:	CONTRACTUAL
REPORTS TO:	FINANCIAL CONTROLLER
DEPARTMENT:	OFFICE OF VICE PRESIDENT OF FINANCE
SUMMARY: The Bank Reconciliation Clerk will be responsible for reconciling balances from the bank statement to the general ledger.	
DUTIES AND RESPONSIBILITIES: The position of Bank Reconciliation Clerk, is required to perform a variety of tasks including but not limited to the following: <ul style="list-style-type: none"> ➤ Preparation of complex bank reconciliations; ➤ Preparation of journal entries required to clear the bank reconciliations; ➤ Investigation of all current and long outstanding reconciling items; ➤ Collaboration with other units in the organization to resolve matters as they relate to the bank reconciliations. 	
REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: <ul style="list-style-type: none"> ➤ Must be able to work independently; ➤ Must have good oral and written skills; ➤ Must have a good command of debits and credits and the preparation of journal entries; ➤ Have the ability to work effectively within a results oriented and deadline driven work environment; ➤ Good skills and knowledge of Microsoft Suite, particularly Word and Excel; ➤ Be prepared to work long hours. 	
QUALIFICATIONS AND EXPERIENCE: <ul style="list-style-type: none"> ➤ At least an Associate's Degree in Accounting or Business field; ➤ At least five (5) years' experience in a similar position; 	
SALARY SCALE	Contractual
DATE PUBLISHED:	October 24, 2018
APPLICATION END DATE:	November 6, 2018
DATE TO BE REMOVED:	November 7, 2018
Requested Information: Interested applicants should submit the following electronically to the Human Resources Department via the email address below: <ul style="list-style-type: none"> ➤ A cover letter of interest highlighting work experience and accomplishments relevant to the position; ➤ Completed Employment Application Form (www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf) ➤ Current Curriculum Vitae or Résumé; ➤ Copies of qualifications and certificates; 	



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- Copy of the relevant pages of a valid passport showing passport number, photo identification and expiration date;
- Copy of N.I.B. Card;
- At least three (3) written professional references.

Email Address:

hrapply@ub.edu.bs

Attn: Vice President, Human Resources

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Bank Reconciliation Clerk.