



**EMPLOYMENT OPPORTUNITY
VISION CREDIT UNION LTD.
CORPORATE OFFICE - CAMROSE, AB
ACCOUNTING CLERK I**

The Position:

The Accounting Clerk requires a high level of accuracy and will be responsible for the performance of a variety of back office duties. This position involves operations of basic accounting functions, clearing and processing, investments, other back office administrative duties, and branch support. Responsibilities will include daily postings, filing, totaling, batching, entering, verifying and reconciling transactions such as accounts payable and receivable, cheques requisitions, invoices, and internal bank statements. Other responsibilities will include the performance of related clerical duties, such as spreadsheet processing, maintaining filing and record systems.

This is a full time permanent position.

For complete job posting details, please visit our website www.visioncu.ca/en/about-vision/careers

The Person:

- Emphasis on math and a minimum of an introductory course in data processing.
- Knowledge of basic accounting and office procedures, 2-3 years in a financial institution.
- Strong problem identification and problem resolution skills.
- Demonstrated ability to accurately calculate, post, correct, and manage figures and reports.
- Able to perform moderate to complex account reconciliations.
- Effective attention to detail and a high degree of accuracy.
- Strong work ethic and positive team attitude.
- Sound analytical thinking, planning, prioritization, and execution skills.

Compensation:

- Salary range \$45,000 to \$55,000/annually
- Comprehensive benefits package.

SUBMIT RESUME AND COVER LETTER TO:

Jennifer Hormann,
Vice President of Human Resources
Vision Credit Union Ltd.
Corporate Office
5007 – 51 Street
Camrose, Alberta T4V 1S6
Fax 780-679-0569
jobs@visioncu.ca

Only those individuals invited for an interview will be contacted.

Position Title: Accounting Clerk I & II
Reports To: Vice President of Finance/Accounting Supervisor

Summary

The Accounting Clerk requires a high level of accuracy and will be responsible for the performance of a variety of back office duties. This position involves operations of basic accounting functions, clearing and processing, investments, other back office administrative duties, and branch support. Responsibilities will include daily postings, filing, totaling, batching, entering, verifying and reconciling transactions such as accounts payable and receivable, cheques requisitions, invoices, and internal bank statements. Other responsibilities will include the performance of related clerical duties, such as spreadsheet processing, maintaining filing and record systems.

Job Duties/Responsibilities

- Check other staff members' work to ensure that their final figures are correct, noting errors and the causes of any miscalculations.
- Utilizes computer systems to run databases, pay bills and other expenses.
- Audit general ledger postings made by staff daily.
- Verify morning reports – ATM, back office, Teller
- Reconcile USD & CAD Official Cheques/AP Cheques with BK_OUT report
- Post Remote Deposit transactions
- E-transfer balancing
- Complete clearing and processing reconciliations daily.
- Complete internal account reconciliations daily.
- Complete back office ATM reconciliation daily including processing foreign ATM payments.
- Reconcile branch ATM cash weekly.
- Accurately complete Vision Credit Union Ltd.'s current account reconciliations daily.
- Review accounts payable bills, utility bills and expense claims for potential errors and/or discrepancies.
- Investigate and resolve billing discrepancies or misapplied payments.
- Post and reconcile accounts payable payments to general ledgers.
- Post employee expense claims to general ledgers.
- Complete electronic billing payment reconciliations and postings daily.
- Accurately input foreign exchange rates in DNA and SharePoint.
- Verify applicable DRVA and Prologue reports for accuracy, reconciliation, errors, and research as required.
- Accurately reconcile general ledgers.
- Answer and direct phone calls while providing accurate information in a friendly and courteous manner.
- Accurately process and/or post month end responsibilities such as PPSA, Land Titles, janitor pay, etc.
- Verify system generated and manual AFT/Cheque returns have been processed and posted correctly on a daily basis.
- Verify all Foreign Exchange Transactions daily.
- Process and reconcile CRA PaymentStream bills daily.
- Assist branches as required in a positive, friendly and timely manner.
- Adhere to all Vision Credit Union Ltd. policies and procedures.
- Follow all compliance policies and procedures in relation to Anti-Money Laundering and Anti-Terrorist Financing Guidelines.
- Assist the Vice President of Finance/Manager of Finance/Accounting Supervisor with other duties as assigned.

Requirements

- High school diploma.
- Emphasis on math and a minimum of an introductory course in data processing.

- Knowledge of basic accounting and office procedures, 2-3 years in a financial institution.
- Strong problem identification and problem resolution skills.
- Demonstrated ability to accurately calculate, post, correct, and manage figures and reports.
- Able to perform moderate to complex account reconciliations.
- Effective attention to detail and a high degree of accuracy.
- Strong work ethic and positive team attitude.
- Sound analytical thinking, planning, prioritization, and execution skills.
- Computer literate, including effective working skills of MS Word, Excel and e-mail.
- Effective communication skills with individuals at all levels of the organization.
- Ability to adapt to and learn new software.
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- Able to work well under pressure and meet set deadlines.
- Good organizational, time management and prioritizing skills.
- Attention to detail in all areas of work.
- Strong work ethic.
- Self starter.
- Confident, consistent, decisive personality.
- Able to work efficiently as part of a team as well as independently.
- Meticulous records maintenance skills.

Vision Credit Union Ltd. – we “see” banking differently.

We may very well be the right fit for *you*....and *you* for us.

We're Vision Credit Union. Although we offer loans, deposits, financial planning service, RRSP's, mutual funds, insurance products and other product that most F.I.'s are able to offer, we do things a little (some would say a lot) different at our “shop”.

Our focus is our 37,000 member-owners. We're an organization based on principles over profit. If you are eager to launch a rewarding career with our organization, you will need to be able to naturally and consistently provide “well above the norm” member service. After all, the Credit Union system has been chosen tops in Canada for twelve years straight in the area of customer service. That's a reputation we pledge to continue.

We believe that charging excessive fees or providing products and services that benefit our Credit Union more than our valued members is wrong. We also believe that the bulk of our profits must be shared by our members and that some of our profits need to be channeled back to community initiatives in the small rural communities where we live and work.

At Vision Credit Union, an equal opportunity employer, we treat members special. Our goal is to ensure that every one of our members feels like an extension of our “family”. The team, of which you would be a part, is small in numbers but capable of “moving mountains”. We believe in common purpose (life-long member-owners). We strive for error-free work and accountability. We're collectively recognized for our great work: in both 2016 and 2017 Vision C.U. was named one of ***Alberta's Top 70 Employers***. In 2016, 2018 and 2019, Vision earned the title: ***Alberta's Credit Union of the Year***.

We are always “on the hunt” for enthusiastic, astute and motivated team members. Joining us represents an opportunity to go home from work feeling fulfilled. At Vision, you will enjoy a salary that is at or above industry standards and there are exceptional advancement opportunities for the right individual. If you feel you can offer skill and passion to help our organization continue being the financial service provider of choice in rural and entrepreneurial Alberta, we invite your resume.