

Accounting Data Analyst

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| Location: Mississauga, Ontario | Posted Date: November 19, 2019 |
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Overview:

Buduchnist Credit Union, carrying on business as BCU Financial, is seeking an energetic person with a passion for analytical thinking to join our financial institution and pursue a career in accounting and finance. We are accepting applications for the position of Accounting Data Analyst. The successful applicant will perform a variety of moderately complex accounting and administrative procedures relating to credit union accounts. These procedures include processing entries to the general ledger, retrieving items posted to member accounts, balancing and reconciling general ledger and credit union accounts, maintaining program schedules, reporting, extracting and compiling financial data on request and maintaining related records.

Responsibilities:

- Ownership of journals and reconciling balance sheet related general ledger and sub-ledger accounts.
- Ensures accounts roll up and tie to the financial statements on a monthly, and annual basis
- Reviews and validates entries keyed to general ledger; and ensures ledger items are balanced.
- Prepares various loans-related reports for the monthly Board Package and monthly regulatory filings such as watch-listed accounts, allowances, insured mortgages, significant loans, including other statistical and variance reports.
- Prepares concentration risk reports for both loans and deposits.
- Prepares and monitors monthly asset and liability matching schedules, Capital Adequacy, Liquidity and various other compliance reports.
- Prepares quarterly HST calculations and completes all filings to CRA.
- Prepares reports identifying any areas of financial concern regarding the credit union
- Maintains a daily rate analysis of foreign exchange rates.
- Prepares schedules, journal entries and summary reports for NHA Mortgage-Backed Securities program.
- Identifies loans from inventory, based on prescribed criteria, to build pools for upcoming securitizations.
- Ensures the safekeeping of records to meet the requirements of outside regulatory bodies and ensures that a systematic process is in place for their retention and disposal.
- Recommends and develops changes to procedures in the areas of accounting and administration, including the Business Continuity Plan.
- Assist the cash/ liquidity management function.
- May provide assistance to the Accounts Payable function when required.
- Builds financial models.

- Engages in ad hoc financial analysis and other projects as required.
- Processes garnishment remittances and fulfills requests for information.
- Perform all other duties as assigned.

Requirements:

Knowledge:

- Experience working with data management and data analysis.
- Advanced Microsoft Excel (incl. Macros, V-lookup and pivot tables) skills to work with large volumes of data.
- Ability to import from an Access Database into Excel.
- A solid understanding of financial tools and the banking sector.
- Experience querying data from large database using SQL is an asset.

Skills:

- Excellent analytic and problem-solving skills with great attention to detail.
- Ability to prioritize and plan workload, multi-task, meet deadlines and adjust plans to changing needs.
- Ability to adapt to changing business requirements with innovative solutions.
- Effective communicator that respects confidentiality.
- Able to work both in groups and independently.

Education/Experience:

- Degree or diploma with an emphasis on accounting.
- Strong understanding of financial concepts and principles.
- Banking/Credit Union sector experience an asset.
- Ability to speak and understand Ukrainian is an asset.

Compensation:

Salary will commensurate with qualifications and experience. Buduchnist Credit Union also offers a competitive and comprehensive benefits package.

BCU Financial is a member-owned, financial cooperative dedicated to improving the lives of members and their community. BCU Financial is a part of BCU Financial Group – a fast-growing Ontario-based financial group providing Canadians with diversified services and products. BCU Financial Group offers its members a real alternative to high-fee, big-name banking by providing no-fee chequing accounts, competitive savings accounts, loans, mortgages, cards, investment services, online banking, and insurance services. BCU Financial, together with its BCU Wealth Management division, currently oversees \$1 billion in assets.

BCU Financial Group also recognizes the importance of building a strong community. That's why it provides generous sponsorship funding annually to a wide array of community-based projects and activities. The Credit Union and its members supported BCU Foundation, provides sponsorship

funding of over \$1 million annually to community organizations, charity fundraisers, student scholarships, cultural events, and educational projects.

BCU Financial Group is an equal opportunity employer dedicated to building an inclusive and diverse workforce. BCU Financial Group provides accommodations during the recruitment process upon request. Requests received relating to accommodation will be addressed confidentially.

Please submit all applications to Chrystyna Bidiak, Human Resources Manager at Chrystyna.Bidiak@bcufinancial.com