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# Accounting Clerk

<b>Location:</b> Mississauga, Ontario	<b>Posted Date:</b> May 31 <sup>st</sup> , 2021
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## Overview:

Buduchnist Credit Union, carrying on business as BCU Financial, is looking for a detail-oriented person to join our financial institution. We are accepting applications for the full-time position of Accounting Clerk. The successful applicant will perform a variety of basic 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:

- Prepares ECL (Expected Credit Loss) files for IFRS 9 Central 1 platform.
- Ensures accounts roll up and tie to the financial statements on a monthly and annual basis.
- 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 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.
- 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.
- Assists the cash/liquidity management function.
- Provides assistance to the Accounts Payable function when required.
- Performs all other duties as assigned.

## **Requirements:**

### **Knowledge:**

- Experience working with data management.
- Familiarity with the banking sector.
- Intermediate Microsoft Excel skills to work with large volumes of data.
- Knowledge of the entire Microsoft Office Suite is an asset.

### **Skills:**

- 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:**

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

## **Compensation:**

Salary will commensurate with qualifications and experience. BCU Financial 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 member-supported charitable institution, BCU Foundation, provide sponsorship funding of over \$1 million annually for 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 at [Chrystyna.Bidiak@bcufinancial.com](mailto:Chrystyna.Bidiak@bcufinancial.com)**