

SHAPE

Your Future



swan VALLEY
CREDIT UNION

With

Accounting / Administration Clerk Full-Time Term (up to 16 months)

This term may expire at any time with two weeks notice.

The Position

Reporting to the Administration Supervisor, this position is responsible for providing accounting and data input services, recording journal entries, processing and monitoring of cheques, electronic transactions and non-cash transactions. Specifically the successful candidate will be focused on performing reconciliations, processing transactions, checking reports for accuracy, processing accounts payables and fostering member relations by providing optimum customer service.

The Person

The ideal candidate will have one year previous experience as an accounting clerk or bookkeeper, or an equivalent combination of education and experience. Familiarity with the use of QuickBooks is essential and bookkeeping/accounting training is preferred. A self-motivated, proactive individual, you have strong organizational skills and have an excellent track record in teamwork. You are described as having strong problem-solving, interpersonal, analytical and communication skills, and are proficient in Microsoft Office.

The Credit Union

Swan Valley Credit Union is a full-service financial services provider with assets of \$270 million and locations in Swan River and Benito, serving 7,400 members. The credit union also operates an insurance subsidiary in three locations.

Swan Valley Credit Union actively promotes an environment that encourages professional development, teamwork and innovation.

Salary will be commensurate with qualifications and experience. Swan Valley Credit Union also offers an exceptional and comprehensive benefit package. All advancing candidates are subject to bonding approval.

This posting closes at noon on Friday, December 8, 2017.
Interested candidates can submit a resume and cover letter to:

Carrie Kruk-Lylyk, CPA, CA
Chief Financial Officer
Ph: (204) 734-6821
E-mail: carrie.kruk-lylyk@svcu.mb.ca

Swan Valley Credit Union wishes to thank all applicants for their interest; however, only short-listed candidates will be contacted.

Get to know us! www.svcu.mb.ca