

# ADMINISTRATIVE ASSISTANT

FULL-TIME POSITION – ROSENORT BRANCH

## Who we are

At Rosenort Credit Union, we pride ourselves on being an excellent banking institution and a delightful workplace! We are seeking a diligent and motivated Assistant to join our Administration team and provide support in the areas of Compliance and Accounting. If you thrive in a fast-paced environment and take pride in making a difference, then we want to hear from you. We are committed to creating opportunities for your career development and will provide adequate training for suitable applicants.

## Responsibilities

- Perform general administrative and secretarial duties for the Office Manager;
- Assist in managing the accounting, reconciliation of General Ledger Accounts, financial reporting, and risk management functions of the credit union;
- Ensure compliance with all regulations, by-laws, accounting standards, policies and procedures;
- Have general knowledge of accounting practices and procedures,
- Maintain proficiency, at an intermediate level, in Microsoft Office programs including Word, Excel, and Google Docs;
- Prepare and analyze financial reports;
- Execute Accounts Payable and Account Receivable administrative tasks;
- Assist with Internal and External Audits;
- Aid the Member Service Department.

## You will have

- A certificate of business administration, or a minimum of 1-2 years' experience in business administration or accounting;
- Experience with CGI or RFS360 banking system would be preferred;
- A detail-oriented, analytical, highly organized, and a strong work ethic;
- Excellent verbal and written communication skills;
- A confident ability to work independently while remaining a team player;
- Interest in pursuing a career in either accounting or compliance and have a desire to obtain your Accounting or CAMLI Designation.

## Salary and benefits

The salary is based on the qualifications of the selected candidate and will be within the credit union grading system. A comprehensive benefits package will also be provided.

## Interested?

Please forward your resume & cover letter for this position by **July 7, 2023** to [hr@rcu.ca](mailto:hr@rcu.ca)

*We thank all applicants for their interest, however, only those selected for an interview will be contacted.*