

Administrative Assistant

Rosenort Credit Union

Location: Rosenort, MB

Hours: Full-time

Rosenort Credit Union...a great place to do business and an even better place to work! We currently have an exciting opportunity for an Administrative Assistant to join our Accounting Department at our Rosenort branch! Join a team filled with talented, dedicated and fun staff with opportunities to grow your career.

Responsibilities:

- Performs general administrative 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;
- General knowledge of accounting practices and procedures, proficiency at an intermediate level in Microsoft Office programs, including Word, Excel and Google Docs;
- Prepare & analyze financial reports;
- Accounts Payable and Account Receivable administration;
- Assist with Internal and External Audits;
- Assistance to the Member Service Department.

You will be:

- Detail-oriented, analytical, highly organized and strong work ethic;
- Excellent verbal and written communication skills;
- Possess a confident ability to work independently while remaining a team player.
- Interested in pursuing a career in accounting and/or obtaining an Accounting Designation.

Preferred Qualifications:

- Certificate of business administration, or a minimum of 1-2 years' experience in business administration or accounting;
- Credit Union experience and/or experience with the RFS 360 banking system would be considered an asset.

Salary and benefits:

Salary will be based on the qualifications of the selected candidate. Compensation includes a comprehensive benefits package.

Interested?

Please forward your resume & cover letter for this position by **January 13, 2023** to hr@rcu.ca

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

Rosenort Credit Union welcomes applications from people with disabilities. Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.