



NEAL & MASSY CREDIT UNION

JOB DESCRIPTION

Accounting Assistant

Job Summary

The Accounting Assistant maintains the Society's accounting records by entering data into the appropriate accounting and computer system in accordance with the controls and standards of International Financial Reporting Standards for the preparation of accurate and timely financial reports.

Reports to: The Finance Manager.

Duties and Responsibilities:

- Prepares journals for authorization.
- Prepares bank reconciliations and ensure outstanding items are reviewed and signed off by the accountant or his/her assistant.
- Ensures that standard monthly recurring expenditure items are processed accurately & timely and conform to internal policies.
- Prepares monthly reconciliation of general ledger accounts such as stale dated and return cheques.
- Assists with the monthly reconciliation of the General Ledger account in agreement with the sub-ledger; accounts receivable, accounts payable and members' sub-ledger.
- Performs other related duties as assigned.

Minimum Qualifications/Experience/Requirements:

- ACCA level I completed
- Bachelors' degree from a recognized university will be an asset.
- Equivalent combination of related training and experience in accounting.
- Competency in MS Office Excel
- Knowledge of Sharetec will be an asset.

- Ability to work both independently and as part of a team
- Analytical thinker and problem solver
- High level of accuracy
- Effective time management and ability to meet deadlines
- Trustworthy and discreet when dealing with confidential information
- Excellent verbal and written communication skills
- Sound business etiquette
- Ability and willingness to learn new skills