



NEAL & MASSY CREDIT UNION

JOB DESCRIPTION

Assistant Accountant

Job Summary:

The Assistant Accountant manages the Credit Union's accounting records by the entry of data into the appropriate accounting and computer systems and the reconciliation of items contained in the Credit Union's General Ledger and sub-ledgers.

Position Reports to: The Finance Manager

Key Responsibilities:

The Assistant Accountant is responsible for the following:

- Reconcile the Credit Union's bank accounts and resolve any statement queries and post items onto the ledgers in a timely manner;
- Maintain prepayment schedule and post entry for monthly expense from the prepaid account;
- Maintain Fixed Asset Register and post depreciation journal on a monthly basis;
- Prepares the accrual schedules and ensures that it is balanced with the General Ledger;
- Maintain Investment Ledger for Bonds and Equities and book monthly accrual journals;
- Reconcile assigned General Ledger accounts in accordance with standing procedures and instructions;
- Supports the Credit Union's annual Budgeting process;

- Opens the vault on mornings to retrieve the cashier's pans for the tellers, cheque folders and other documents held in safe keeping.
- Replenish tellers as requested.
- Deliver deposit bag to security personnel as needed.
- Dispatch and record the disbursement of blank RBC TTD or Dividend cheques.
- Prepare deposit slips and books as needed.
- Secure cheques (blank and signed) at the end of the business day.
- Secure the vault key at the end of the business day.
- Perform any other related duties as assigned by manager

Qualifications and Experience:

- ACCA Level II qualification
- Undergraduate degree in Accounting or Management would be an asset
- More than three (3) years of accounting experience
- Knowledge of credit union philosophy would be an asset
- Knowledge of computer software, such as, MS Office and Sharetec would be an asset

Skills:

- Accuracy and attention to detail
- Excellent time management skills
- Analytical and problem-solving skills
- Excellent communication skills – written and oral
- Ability to prioritize tasks and use initiative
- Excellent organizational and leadership skills
- Ability to manage multiple projects and deadlines simultaneously