**Financial Accountant**

**Buduchnist Credit Union** is seeking an energetic person with an accounting designation or a Bachelor of Commerce, major in accounting that would like to pursue a career in accounting with Buduchnist Credit Union. We are accepting applications for the position of **Financial Accountant, who shall report to the controller**.   The successful applicant will perform a variety of moderately complex accounting and administrative procedures relating to credit union accounts including processing entries to the general ledger and retrieving items posted to member accounts; balancing and reconciling general ledgers, and other credit union accounts; maintains program schedules & reporting; extracts and compiles financial data on request; and maintains related records.

**Key Responsibilities:**

* Reconciles General Ledger accounts to month-end working papers and financial statements.
* Proofs entries keyed to general ledger; and ensures ledger items are balanced.
* Prepares schedules, journal entries and summary reports for NHA Mortgage-Backed Securities program.
* Prepares various loans-related reports for the monthly Board Package and monthly Regulatory filings such as Watchlists, Allowances, Insured Mortgages, Significant Loans, including other statistical and variance reports.
* Prepares and monitors monthly asset and liability matching schedules, Capital Adequacy, Liquidity and various compliance reports.
* Prepares HST calculations and completes all filings to CRA.
* Preparation of reports identifying any areas of financial concern regarding the credit union
* Ensures the safekeeping of records to meet the requirements of outside regulatory bodies and ensures that a systematic process is in place for their retention and disposal.
* Recommends and develops changes and procedures in the areas of accounting and administration, including the Business Continuity Plan.
* Maintains a daily rate analysis of foreign exchange rates
* Prepares concentration risk reports for both Loans & Deposits.
* Engages in financial analysis and other projects
* Assist the cash flow management function
* May provide assistance to the Accounts Payable function as and when required.
* Other responsibilities as required

**Skills:**

* Excellent analytic and problem solving skills with great attention to detail
* Ability to prioritize and plan workload, multi-task, meet deadlines and adjust plans to changing needs
* Ability to adapt to changing business needs with innovative solutions
* Flexible, creative, with the ability to plan, and drive issues through to solution
* Excellent written and verbal communication skills
* Strong customer service, and interpersonal skills
* Able to work both in groups and independently
* A solid understanding of financial tools and the banking sector

**Job Requirements**

* Degree or diploma with emphasis on accounting, CPA, CGA, CA, CMA an asset
* 2+ years financial and/or accounting experience preferred
* Strong understanding of financial concepts and principles, and the banking/credit union sector
* Working knowledge of Microsoft Office products (Word, PowerPoint, and Access), and SQL
* Advanced Microsoft Excel skills for working with large volumes of data. Must be familiar with Macros and able to program them.
* Ability to speak and understand the Ukrainian language is an asset

**Buduchnist Credit Union** is a member-owned, financial cooperative dedicated to improving the lives of members and their community.  The credit union and its member supported, BCU Foundation, provide sponsorship funding of over $1 million dollars annually to community organizations, charity fundraisers, student scholarships, cultural events, and educational projects.  **Buduchnist Credit Union**, together with its wealth management division forms part of **BCU Financial Group** which currently oversees over $900 million dollars in assets.