

SHAPE

Your Future & Apply Today!

SVCU is looking to fill a Permanent Full-Time Administration Clerk

The Position

Reporting to the Administration Supervisor, this position is responsible for providing accounting and data input services, recording journal entries, processing and monitoring of cheques, electronic transactions and non-cash transactions. Specifically, the successful candidate will be focused on performing reconciliations, processing transactions, checking reports for accuracy, processing accounts payable and fostering member relations by providing exceptional member service.

The Person

The ideal candidate will have minimum Grade 12 education with prior financial services and/or bookkeeping experience, or an equivalent combination of education and experience. A self-motivated, proactive individual, you have strong organizational skills and have an excellent track record in teamwork. You are described as having strong problem-solving, interpersonal, and communication skills, and arproficient in Microsoft Office.

The Credit Union

Swan Valley Credit Union is a full-service financial services provider with assets of \$368 million and locations in Swan River and Benito, serving over 6,900 members.

Swan Valley Credit Union actively promotes an environment that encourages professional development, teamwork and innovation.

Interested candidates can submit a resume and cover letter by Wednesday, July 27, 2022 to:

Gayle Branconnier

Administration Supervisor

Ph: (204) 734-6829

Email: gayle.branconnier@svcu.mb.ca

Swan Valley Credit Union wishes to thank all applicants for their interest; however, only those selected for an interview will be contacted.