



Glance Bay Central

CREDIT UNION

Accounting Supervisor

Glance Bay Central Credit Union is a cooperative financial institution dedicated to serving the Glance Bay area. We believe in building strong relationships with our members, providing personalized service, and supporting local initiatives. We offer a wide range of financial products and services designed to meet the needs of our members. These range from chequing and savings accounts to loans and investments. Our team is committed to providing exceptional service and helping our members achieve their financial goals.

Position Summary

Reporting to the General Manager, the Supervisor, Accounting is responsible for supervising and coordinating the accounting services for the credit union including general ledger posting, accounts payable and accounts receivable, preparation of financial and regulatory reports and payroll processing.

Accountabilities:

Leadership

- Participates in the development of the credit union's strategic plan and annual business plan. Sets short- and long-term branch goals and objectives for areas of responsibility.
- In conjunction with the General Manager, provides input into the credit union's annual business development strategy for service, growth, and other key areas. Implements and monitors assigned sections of the annual business plan ensuring that staff efforts are focused on achieving goals and are aligned with the credit union's strategic objectives.

Supervision

- Supervises and coordinates the work of the Member Experience Representative - Clearing in processing and maintaining various accounting and financial records and processing related data, primarily related to clearing.
- Responsibilities include participating in interviewing; hiring and training employees; planning, assigning, and directing work; providing ongoing coaching to reinforce positive behaviours and address performance issues as they arise; conducting performance reviews; addressing complaints and resolving problems.
- Recommends various personnel actions including, but not limited to, rewarding, promoting, re-assigning, discipline, or discharge.

Accounting Functions

- Completes, coordinates, and supervises the posting and maintenance of general ledger and subsidiary accounts.
- Prepare monthly financial statements and reports. Completes regulatory reporting as required.
- Assists the GM with the preparation of the payroll, ALM, and liquidity reports.
- Assists in the preparation of the annual corporate capital and operating budgets including financial forecasts.
- Coordinates preparation of year end audit working papers and provides assistance to external auditors, regulatory auditors, and internal auditors.
- Assists in the development of accounting systems and internal control procedures. Implements, maintains, and evaluates systems and procedures and recommends improvements.

Cash Security, Compliance and Controls

- As Compliance Officer, stays knowledgeable of FINTRAC policies and procedures. Monitors Verafin for card alerts, inactive alerts, etc.
- Maintains Treasury

Teamwork & Credit Union Support

- Takes a leadership role in the development of project plans, implementation and evaluation of major projects as assigned.
- Assists and backs up other team members and completes other duties as required.
- Attends and actively participates in staff, credit union informational and annual meetings.
- Actively supports and participates in community projects and/or volunteer work that improves the well-being of the community within which it operates.

MINIMUM HIRING QUALIFICATIONS & EXPERIENCE:

The Supervisor, Accounting will have successfully completed a Bachelor's Degree in Commerce / Business with a focus on Accounting, plus have three to five years related experience and/or training in an accounting environment; or equivalent combination of education and experience.

To apply, please send your resume to careers@gbccu.ca. The deadline to apply is April 4th, 2025. **We wish to thank applicants in advance; only candidates selected for an interview will be contacted.

Please note that all offers of employment are conditional upon acceptance of an Individual Fidelity Bond Application which includes a criminal record check and credit check.