

POSITION:	ACCOUNTING ANALYST
LOCATION:	ADMINISTRATION CENTRE - SASKATOON
REPORTS TO:	CONTROLLER
DEPARTMENT:	ACCOUNTING
JOB LEVEL:	6

Job Purpose

This position works directly with the Controller in contributing to the fulfillment of the responsibilities and functions of the corporate accounting department and assists in the realization of the goals and objectives of the department as well as the organization through research, planning, development, analysis and reporting. The position works independently and requires a high level of decision making and judgment to meet accountabilities that include: oversight of the consolidation process; creation and delivery of monthly/quarterly/yearly analysis and reporting as assigned; participation and assistance in the budget planning process and creation of the annual operating plan; ensure government reporting and reconciliations are completed on a timely basis; creation, updating, and maintenance of user documentation related to accounting department duties, procedures and policies; identification and recommendations for system and process improvements to support the department and credit union's current objectives and strategies; and leadership in the research, analysis, planning, development, implementation and administration of special projects as assigned. This position is also responsible for supporting and liaising effectively between the retail branches, administrative departments, SaskCentral and other third parties.

Working Conditions

This position is expected to operate within a regional service delivery model which may require travel between locations. Other duties may be assigned outside the above job purpose provided the duties are normally associated with another position at the same or lower pay grade.

Required Qualifications

- Minimum of 2 years of job related experience combined with either an Accounting Diploma or a Related Degree.
- Advanced knowledge of accounting (will be tested).
- Working knowledge of MS Word (will be tested).
- Advanced knowledge of Excel (will be tested).
- Working knowledge of database and reporting software (Access, Crystal reports) (will be tested in 3 months).
- Demonstrated commitment to continuous personal development and learning.

Required Professional Development

- Advanced knowledge of database and reporting software.
- Advanced knowledge of ACCPAC (will be tested in 3 months)
- Working knowledge of Banking System (will be tested in 3 months)

Recommended Professional Development

- Working towards completion of a professional designation (CA, CMA, CGA, CFA, etc).
[Note: Upon attainment of an approved professional designation, the incumbent will receive a premium equivalent to the difference between their current salary and the same step on the next higher grade's salary grid.]

***Any courses listed under Required Professional Development that have not been completed prior to assuming this position will be allotted one year per course until all courses are completed unless specified.

CLOSING DATE: February 13, 2012

For those interested candidates, please submit a resume and cover letter clearly stating how you meet the above qualifications to: careers@affinitycu.ca

Affinity Credit Union thanks all applicants; however only those under consideration will be contacted.