



## **EMPLOYMENT OPPORTUNITY**

### **Accounting Assistant**

(1) Permanent - Part-Time (4 hours each morning) *Churchbridge Branch*

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We're looking for a dependable and detail-oriented Accounting Assistant to join our Corporate Services team in a permanent part-time role. This position is a great opportunity for someone who enjoys working with numbers, learning new processes, and supporting day-to-day operations. You'll gain hands-on experience in a supportive team environment, with the potential for the role to grow as the organization and your skills develop.

#### **What You'll Do**

- Prepare and post journal entries and reconcile general ledger accounts
- Support month-end and year-end accounting processes
- Run financial reports and respond to internal inquiries
- Complete ATM reconciliation, cash management, and related processing
- Process billings, invoices, cheque requisitions, and regulatory remittances
- Prepare documentation for audits and financial reporting
- Provide administrative and backup support to the Corporate Services team
- Collaborate with colleagues and support continuous improvement initiatives

#### **Who You Are**

You're a detail-oriented and reliable professional who values accuracy and clear communication. Curious and investigative by nature, you're comfortable asking questions, resolving discrepancies, and handling sensitive information with discretion. You work well independently while contributing positively to a collaborative team and are motivated to learn and grow in accounting.

#### **Perks & Benefits**

Our team works to ensure the success of each member. Churchbridge Credit Union offers competitive pay and benefits, opportunities for growth, and work that truly makes a difference in our members' lives.

#### **Why You'll Love Working Here**

We are more than a financial institution. We are a team that invests in our communities and supports our members' success. Join us for meaningful work, opportunities to grow, and the chance to make a real impact close to home.

If this sounds like a role where you could grow and make an impact, we'd love to hear from you.

**Please submit your resume, in confidence via email or mail to:**

**Churchbridge Credit Union**  
**Attn: Human Resources**  
**Box 260 Churchbridge, SK S0A 0M0**  
**[careers@churchbridgecu.ca](mailto:careers@churchbridgecu.ca)**