

CAREER OPPORTUNITY

Clearing and Operations Administrator

Full-time Position

Deer Lake, Newfoundland*



EAGLE RIVER

Eagle River Credit Union (ERCU) is currently accepting applications for the position of Clearing and Operations Administrator to join our Admin Team. The successful incumbent will ensure the accurate and efficient administering of a wide variety of Clearing transactions all completed within ERCU's policies and procedures. Additionally, the incumbent will support the balancing and reconciliation of a range of internal Operating Accounts as well as assigned General Ledger Accounts; and, perform a variety of administrative outcomes relating to Registered Products Portfolio Administration.

The primary responsibilities and expectations for our Clearing and Operations Administrator include:

- Performs daily clearing functions including: Processes stop payments, resolving posting differences, wire transfers and all direct deposit transactions; and, resolves related problems or discrepancies concerning member- accounts.
- Completes a variety of accounting support functions including: Reconciliation of reports and accounts; reviews assigned League Data reports, maintains files including filing of G.L. journal vouchers, accounts payable documentation and other miscellaneous accounting filings.
- Provides administrative support for: Estate Handling and account beneficiaries, RRIF, RESP, RRSP and Index-Linked Portfolios.
- Provides support to the Branch staff and ERCU members by supporting: Credit Card and Global Payment Card Chargebacks; Administers and maintains internal controls on Dormant and Inactive Accounts; and, supports the maintenance of the CEBS devices at each location.
- Provides support and backup to the Risk Management Department related to FINTRAC reporting / FAS Alerts; creation of Travel Notifications and audit reviews.
- Provides backup support to the payroll function.



To apply for this position, please forward your resume to

HumanResources@ercu.ca or by mail to

Human Resources Department

Eagle River Credit Union

PO Box 29

L'Anse au Loup, NL A0K 3L0

Applications close on August 31st.

We offer very competitive salaries, a comprehensive benefits package, pension plan, and performance bonuses.

Eagle River Credit Union values diversity in the workplace and we are committed to the principle of Employment Equity. We encourage the recruitment and promotion of aboriginal peoples, persons with disabilities, visible minorities, and women, to ensure that they are equitably represented at all levels of employment within the company.

You will be the perfect fit for this role if you describe yourself as someone who has a *can-do attitude*, is *well organized* with strong *attention to detail*, have *outstanding communication skills*, with a *professional presentation*, and willing to *work as part of a team* as well as independently.

*Depending on the circumstances this position could be located at any of our branch locations; therefore, we encourage all interested applicants to apply.