



**EMPLOYMENT OPPORTUNITY  
VISION CREDIT UNION LTD.  
CAMROSE, AB  
CONTROLLER**

**The Position:**

The Controller is in a senior position responsible for the overseeing the financial administration of Vision Credit Union including the monthly accounting, financial planning and reporting as well as management and administration of the Accounting Department. The Controller shall maintain proficiencies to take on the Manager of Finance, and/or the Accounting Supervisor duties/responsibilities if required. Accuracy, integrity, and the ability to provide value are crucial for this role.

This is a full time permanent position.

For complete job posting details, please visit our website [www.visioncu.ca/personal/aboutus/careers](http://www.visioncu.ca/personal/aboutus/careers)

**The Person:**

- University degree in Accounting, Business, or Finance;
- CPA designation
- Cooperative or Credit Union industry experience is a benefit
- Knowledge of International Financial Reporting Standards
- Excellent knowledge of Excel and MS Office applications (Word, Outlook, PowerPoint)
- Strong knowledge of Generally Accepted Accounting Principles (GAAP).
- Solid knowledge of accounting functions

**Compensation:**

- Salary range \$84,000 to \$108,070/annually
- Comprehensive benefits package.

**SUBMIT RESUME AND COVER LETTER TO:**

Jennifer Hormann,  
Vice President of Human Resources  
Vision Credit Union Ltd.  
Corporate Office  
5007 – 51 Street  
Camrose, Alberta T4V 1S6  
Fax 780-679-0569  
[jobs@visioncu.ca](mailto:jobs@visioncu.ca)

Only those individuals invited for an interview will be contacted.

**Position Title:**           **Controller**  
**Reports To:**           Vice President of Finance

## Summary

The Controller is in a senior position responsible for the overseeing the financial administration of Vision Credit Union including the monthly accounting, financial planning and reporting as well as management and administration of the Accounting Department. The Controller shall maintain proficiencies to take on the Manager of Finance, and/or the Accounting Supervisor duties/responsibilities if required. Accuracy, integrity, and the ability to provide value are crucial for this role.

## Job Duties/Responsibilities

### Accounting Functions

- Manage and lead the Accounting department.
- Perform various accounting functions such as General Ledger account reconciliations, transaction processing and periodic posting, adjusting entries, input expenditures and revenues, verification of control.
- Maintain records of financial information and provide reports to users as required.
- Produce month-end financial reports and related reports as requested.
- Manage, supervise and process general accounting, payables, receivables and fixed asset transactions, ensuring completeness, accuracy and proper authorization and timeliness of payments.
- Prepare documents and files for month-end and year-end financial statements and related reports as requested.
- Analyze General Ledger accounts and other audit files as requested.
- Provide information to external and internal auditors on accounting matters as requested and carry through on audit report requests for changes or enhancements.
- Coordinate and maintain records storage.
- Preparation of financial statements and reports; compile accounting and statistical data; review financial statements for accuracy and completeness.
- Complete reconciliations of major sub systems identifying and following up for correction of any outages to ensure the integrity of the financial statements.
- Produce the supporting documents and files for monthly and year-end financial statements and regulatory reports.
- Investigate and report on variance analysis.
- Ensure the safekeeping of records to meet the requirements of outside regulatory bodies, and ensure that a systematic process is in place for their retention and disposal.
- Liaise with internal, external and regulatory auditors and ensure that their needs are met and their recommendations are adhered to where appropriate.
- Assist in managing Vision Credit Union Ltd. investments, with the priority to maximize returns while operating within the Credit Union Act, regulations and Vision Credit Union Ltd. investment policy.
- Maintain liquidity levels designated by legislation.
- Contribute to effective management of interest rates for all loan and deposit products.
- Analyze and recommend interest rate requests on deposits to the Vice President of Finance.

### Finance Department

- Provide support to the Finance Department.

- Ensure that all month-end financial accounting duties and all resulting financial reporting is completed in a timely and accurate manner.
- Assist the activities within the Finance Department including financial statement preparation, reporting, financial performance, budgeting, branch reporting, account analysis, fixed asset transactions.
- Record all business transactions, process accruals and adjustments, reconcile accounts and prepare monthly accounting statements
- Prepare internal financial statements and reports, accounting and statistical data
- Assist in the preparation of internal financial statements and reports, accounting and statistical data.
- Assist in preparation of external financial statements and reports, accounting and statistical data
- Assist in preparing documents and reports for month-end and year-end financial statements and related reports for executive review
- Assist in various forms of department and branch reporting
- Prepare information for internal and external auditors
- Review and analyze general ledger accounts
- Monitor credit union accounting systems and procedures; identify short comings and support improved methods for efficiency
- Develop and maintain spreadsheets for management decisions including monitoring, budgeting and forecasting
- Assist in International Financial Reporting Standards reporting requirements
- Adhere to all Vision Credit Union Ltd. policies and procedures.
- Follow all compliance policies and procedures in relation to Anti-Money Laundering and Anti-Terrorist Financing Guidelines.
- Assist the Vice President of Finance as required.

### **Policy Management**

- Manage the creation, development of standards, and maintenance of corporate policy procedures, forms and additional corporate policy related resource materials
- Manage to ensure corporate policies developed adhere to the templates implemented and repository rules and procedures followed
- Manage the development and maintenance an effective policy repository for the organization
- Develop, implement oversee and manage the policy review schedule for the organization
- Manage compliance monitoring is in place, including processes for management of risk, in accordance with the credit union regulatory standards.

### **Requirements**

- University degree in Accounting, Business, or Finance;
- CPA designation
- Cooperative or Credit Union industry experience is a benefit
- Knowledge of International Financial Reporting Standards
- Excellent knowledge of Excel and MS Office applications (Word, Outlook, PowerPoint)
- Strong knowledge of Generally Accepted Accounting Principles (GAAP).
- Solid knowledge of accounting functions
- Ability to write concise reports to various audiences
- Detail oriented and organized
- Flexible and able to prioritize tasks
- Proven ability to meet deadlines

- Excellent interpersonal skills and ability to interact with high credibility at all levels of the organization
- Must demonstrate flexibility, strong commitment to meeting deadlines, and solid decision-making skills
- Self-motivator with ability to work independently

**Vision Credit Union Ltd. – we “see” banking differently.**

**We may very well be the right fit for *you*....and *you* for us.**

We're Vision Credit Union. Although we offer loans, deposits, financial planning service, RRSP's, mutual funds, insurance products and other product that most F.I.'s are able to offer, we do things a little (some would say a lot) different at our “shop”.

Our focus is our 37,000 member-owners. We're an organization based on principles over profit. If you are eager to launch a rewarding career with our organization, you will need to be able to naturally and consistently provide “well above the norm” member service. After all, the Credit Union system has been chosen tops in Canada for twelve years straight in the area of customer service. That's a reputation we pledge to continue.

We believe that charging excessive fees or providing products and services that benefit our Credit Union more than our valued members is wrong. We also believe that the bulk of our profits must be shared by our members and that some of our profits need to be channeled back to community initiatives in the small rural communities where we live and work.

At Vision Credit Union, an equal opportunity employer, we treat members special. Our goal is to ensure that every one of our members feels like an extension of our “family”. The team, of which you would be a part, is small in numbers but capable of “moving mountains”. We believe in common purpose (life-long member-owners). We strive for error-free work and accountability. We're collectively recognized for our great work: in both 2016 and 2017 Vision C.U. was named one of ***Alberta's Top 70 Employers***. In 2016, 2018 and 2019, Vision earned the title: ***Alberta's Credit Union of the Year***.

We are always “on the hunt” for enthusiastic, astute and motivated team members. Joining us represents an opportunity to go home from work feeling fulfilled. At Vision, you will enjoy a salary that is at or above industry standards and there are exceptional advancement opportunities for the right individual. If you feel you can offer skill and passion to help our organization continue being the financial service provider of choice in rural and entrepreneurial Alberta, we invite your resume.