

Loans Clerk

Belgian-Alliance Credit Union
1177 Portage Avenue, Winnipeg
Permanent Full Time

Start your career journey with us today!

The Opportunity

For over 85 years, the Belgian-Alliance Credit Union Ltd. (BACU) has taken great pride in delivering quality financial services to 5,000 of our member owners. With three branches in Winnipeg and open to all, BACU is a dynamic and flexible financial institution that is poised for continued growth.

We are currently recruiting for the position of Loans Clerk to join our Administration Team. In this role, you will provide loan administrative support to BACU's Lending Department and ensure that all lending activities are in compliance with Credit Union's policies, procedures, and guidelines.

The Functions

- Process loan and security documentation and post all applicable entries
- Maintain member loan files in both paper and electronic formats
- Register and monitor BACU's interest in loan security with the appropriate registry
- Review daily and monthly lending reports ensuring accuracy and correcting any errors or omissions
- Conduct an audit of lending files, ensuring adherence to Credit Union's policies, procedures, and guidelines
- Reconcile internal accounts and general ledgers
- Correspond with both internal and external stakeholders

The Person

As the ideal candidate, you possess the following:

- Prior experience as a Loans Clerk at a Canadian Credit Union is considered an asset
- Strong attention to detail
- Ability to multitask and prioritize
- Excellent time management skills
- Independent thinker and problem-solver
- Effective verbal and written communication skills

What do we offer?

At BACU, we offer competitive compensation, a great pension plan, comprehensive benefits, a variable compensation plan, and a wonderful work environment where each team member has a chance to make a difference.

The salary range for this role is \$35,828 to \$48,182 and will vary depending on professional experience.

Apply Today!

Applicants are invited to submit a cover letter and resume including salary expectations in confidence to careers@bacumail.ca by Friday, August 2, 2024.

We appreciate the interest of all applicants, however, only those under consideration will be contacted.