

Administration and Compliance Clerk

Belgian-Alliance Credit Union

Come work where you can make a difference...

The Opportunity

For over 75 years, the Belgian-Alliance Credit Union (BACU) has taken great pride in delivering quality financial services to over 5,000 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 looking for a dynamic and experienced person to join our administrative team. This is a permanent position, based in our centralized administration centre at Corporate Office at 1177 Portage Avenue working Monday to Friday.

As a member of the administration team, working under the direct guidance of BACU's CAMLO and Chief Operating Officer, the Administration and Compliance Clerk is responsible for the day to day administration of the credit union's clearing and compliance functions. As an integral part of the administrative team, this individual is also called upon to provide loan administrative support to the lending administrative team when needed. The chosen candidate will be responsible for the following:

- Daily processing of clearing files and related entries
- Daily administration of compliance support services
- Back up to the lending administration centre.
- General administrative and corporate support functions as needed.
- Supports other departments when required.

The Person

As the ideal candidate, you have a minimum of three years of experience working within a financial institution, preferably a credit union, and have a sound knowledge of front line operations and member service products and services. You are a critical thinker, highly organized, detail oriented and require limited supervision. Post-secondary education and some exposure to lending are considered assets however the desire to learn supported by a willingness to upgrade through relevant courses and on the job training is a requirement.

What do we offer?

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

Why not contact us to see why your goals may be in line with ours.

Applicants are invited to submit their cover letter and resume in confidence to careers@bacumail.ca by April 23, 2018.

We appreciate the interest of all applicants, however only candidates selected for an interview will be contacted.