



Position: Finance Assistant
Status: Full-time
Location: Winnipeg Branch
Posting Open: Until Filled
Salary: \$48,000.00 - \$57,600.00
Reporting to: Controller

Me-Dian Credit Union is the first Indigenous full-service financial institution to be founded in Canada. Our mission is to provide Financial Services for First Nations, Métis, and Inuit Peoples. We are responsive to the needs of members, no matter where they live or how they choose to access our services. If you are interested in becoming a part of a dynamic and diverse team working in a fast-paced and rewarding career, please consider applying for this opportunity!

A day in the life as a Finance Assistant

We are seeking a diligent and organized Finance Assistant to support the financial operations including accounts payable, and reconciliation tasks. This role is essential for processing payments, managing reconciliations, handling file uploads, and resolving discrepancies. The ideal candidate is detail-oriented, possesses strong time-management and problem-solving skills, and is comfortable working both independently and as part of a team.

Duties and Responsibilities

Returns Processing:

- Process returns, ensuring accuracy and following up with the lending team if clarification is needed.

Accounts Payable:

- Handle accounts payable activities, such as invoice collection, expense reports, credit card payments, GL approvals, and batch preparation.
- Facilitate payment approvals, key payment entries, issue payment, and handle mailing and journal entries.

Reconciliations and Reporting:

- Perform daily ATM/POS Switch reconciliations.
- Conduct AFT Rec postings and manage cash-in reconciliations, maintaining accurate and current records.
- Manage internal accounts balancing, daily chargebacks, including e-transfer reconciliation, stop payment reviews and cheque verification.
- Perform weekly and monthly reconciliations as required including accounts payable accruals, prepaids, and depreciation.

File Management:

- Upload daily RFS files into Business Central, manage account emails, and enter daily exchange rates.
- Maintain digital and physical financial records, documents, and invoices.

Error Resolution and Support:

- Assist the team by tracing discrepancies, resolving errors, and responding to inquiries.

Other Tasks:

- Assist Controller by providing reports and analysis on an ad hoc basis.
- Assist with external audit.
- Additional tasks may be assigned as necessary to meet operational needs.

What we are looking for

- A certificate in Business Administration or at least two years of experience in an accounting or related field.
- Strong attention to detail, analytical thinking, and excellent organizational skills, paired with a solid work ethic.
- The ability to work independently as well as collaboratively within a team-based and highly regulated environment.
- Proficiency in Microsoft Excel and other Microsoft Office programs.
- Excellent written and verbal communication skills.

- Strong problem-solving skills, including the ability to resolve discrepancies, respond to inquiries, and communicate essential information accurately.
- A respectful and inclusive approach to working with members from diverse cultures and backgrounds.
- A community-minded individual who is engaged with their own community and others.
- A genuine interest in pursuing a long-term career in accounting.

Why Work with Us?

At Me-Dian Credit Union, we are proud to offer a supportive, inclusive, and community-focused workplace rooted in Indigenous values. Our team enjoys a wide range of meaningful benefits, including:

- Exceptional Benefits Program: Includes health, dental, and vision coverage, along with counselling and mental health resources.
- Employee Assistance Program (EAP): Confidential support services for personal or work-related challenges, available to employees and their families.
- Pension Matching: Invest in your future with our competitive pension matching program.
- Fitness Reimbursement Program – Support for maintaining an active lifestyle through eligible fitness memberships and activities.
- Free staff account package, and exclusive staff lending and mortgage rates.
- Opportunities for Advancement: Professional growth through training, courses, mentorship, and career development pathways.

How to Apply:

Please email your resume and cover letter to LeadershipTeam@mediancu.mb.ca. We would like to thank all candidates interested, however only those selected for further considerations will be contacted for interviews.

We encourage First Nations, Métis, or Inuit people to self-identify, as Me-Dian Credit Union is dedicated to employing a diverse team to meet our member's needs!