

Career Opportunity With Employer of Choice

Assistant Controller

Date: June 2026

Location: Nelson, BC

Reports To: Controller

Position Summary

The Assistant Controller is a senior member of the finance team, providing leadership to the accounting staff while applying strong technical accounting expertise and a solid understanding of systems and data. This role is responsible for the integrity of the general ledger, the accuracy of regulatory reporting, and the mentorship of the accounting operational team. Beyond traditional accounting, this individual acts as a "bridge" between financial data and system efficiencies, helping the Credit Union leverage new technology.

Core Responsibilities

1. Accounting Operations & Financial Integrity

Daily, Month-End & Year-End Leadership: Oversee the month-end close process, including the preparation and compilation of financial statements and assisting with the coordination of the year-end external audit.

- **Reconciliations:** Perform reconciliations including capital assets, prepaids, accruals, and core credit union products.
- **Regulatory Compliance:** Lead the compilation of regulatory filings, providing deep-dive analysis on variances and investigating outages.
- **Treasury & Investing:** Under instruction from the Controller, manage daily investment postings, accrual reversals, and the weekly liquidity to identify cash positions and ratios.
- **General Ledger oversight:** Maintain the chart of accounts, post journal entries, and ensure all sub-ledgers reconcile to the G/L.

- **Internal Audit & Controls:** Oversee internal audits (e.g., cash counts, official cheque audits) and manage secure record retention and destruction contracts.

2. Team Supervision & Operational Guidance

Workflow Management: Monitor the accounting team, balancing workloads, and ensuring adequate coverage for leaves.

- **Systems knowledge:** Obtain thorough understanding of systems used, internal processes, and flow of transactions into financial reports. Have ability to troubleshoot issues within team or third-party vendors.
- **Mentorship & Training:** Provide daily oversight to the team, resolving work problems and facilitating ongoing technical training.
- **Performance Leadership:** Assist with performance improvement plans where necessary; provide substantive input into formal performance appraisals.
- **Operational Oversight:** Assist the Controller with supervisory matters and ensure adherence to collective agreement applications and internal controls.

3. Data Systems & Process Improvement

Data Manipulation: Utilize advanced Excel, Oracle, or other data visualization tools to transform raw banking data into actionable financial insights.

- **System Optimization:** Assist in the transition to new accounting software and technology, identifying opportunities to automate manual journal entries, report preparation or reconciliation steps.
- **Dashboarding:** Learn, assist, build and monitor financial and operational dashboards that provide insights to the management team and staff.

Required Qualifications

- **Education:** Completion of Business, Accounting or other applicable Degree or Diploma, or significant past work experience applicable to the role.
- **Experience:** A minimum of **5 years** of experience in a progressive accounting role, with a proven track record of handling full-cycle accounting and team supervision.
- **Technical Skills:** Strong working knowledge of GAAP and internal control frameworks.
 - Advanced proficiency in Microsoft Excel and experience manipulating data.

- An understanding of financial institutions and software is preferred.
- Proven ability learning new systems and applying them to a team environment.
- **Soft Skills:** Demonstrated ability to provide direction and leadership in a team environment while working under pressure without direct supervision.

Preferred Attributes

- Potential interest or ongoing pursuit of a CPA designation.
 - A "continuous improvement" mindset—someone who is naturally inclined to find a more efficient way to complete a task.
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Working Conditions

- Hybrid work options are available.
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Salary

- Range will be \$80,000 - \$97,000 dependent on experience.
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Contact

Human Resources Team

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