



Mosaik Credit Union

Limited is a co-operative, full service, financial institution in beautiful Nova Scotia. We support the growth and development of 9 locations in 8 communities.



We're more than a bank. We're committed to strengthening our communities and empowering financial success. Through exceptional products, expert guidance, and strong member relationships, we help individuals, families, and businesses make confident financial decisions.

Mosaik Credit Union is seeking an **Accounting Officer** to join our Finance team! This is a non-unionized, temporary position covering a maternity leave.

Position Summary

Reporting to the Controller, the Accounting Officer supports day-to-day accounting operations, including general ledger maintenance, accounts payable/receivable, and financial reporting. This role helps ensure accurate financial records and supports informed decision making.

Key Responsibilities

- Process and reconcile accounts payable and receivable transactions
- Prepare and post journal entries; maintain and reconcile general ledger and sub-ledgers
- Maintain schedules (e.g., fixed assets, prepaid expenses) and ensure alignment with GL accounts
- Review daily reports for accuracy and resolve discrepancies
- Audit and process invoices, obtain approvals, and issue payments
- Perform account reconciliations, including internal and credit union accounts
- Provide administrative support (reports, correspondence, filing, procedures)
- Assist with internal and external audits

Qualifications

The Accounting Officer will have successfully completed a diploma in Accounting plus have one to three years related experience and/or training in an accounting environment; or equivalent combination of education and experience.

Skills and Competencies

- Strong knowledge of accounting principles and financial processes
- Proficiency with accounting software and tools
- Effective communication, organization, and problem-solving skills
- Attention to detail and ability to manage multiple priorities
- Team-oriented with a customer service mindset
- Adaptable and results-driven

Compensation and Benefits

We offer competitive compensation to commensurate with qualifications and experience. In addition, we offer an excellent benefit package including a flexible health and dental plan, employer matched defined contribution pension plan, staff banking rates, paid vacation and sick time, and professional development opportunities.

We'd Love to Hear From You

If you wish to apply for this position, please forward your cover letter and resume to careers@mosaikcu.ca

At Mosaik, we value the power of diversity, equity, and inclusion within our team and in the relationships we build with our members. Even if you do not meet all of the above criteria but feel that you'd be a great fit with our team, please apply!

Mosaik Credit Union appreciates all applications, however, only candidates who have been selected for an interview will be contacted.