



## **Career Opportunity**

The Financial and Consumer Services Commission (FCNB) is the regulator for insurance, consumer affairs, credit unions, co-operatives, loans and trust companies, pensions and securities. Consumers have one regulator responsible to assist them with their financial protection and a source of information that promotes understanding of financial decisions and how to be an informed consumer. The FCNB is an independent crown corporation funded by the regulatory fees paid by industry.

We offer opportunities for dedicated professionals to play a vital role in carrying out our mandate.

### **Accounting Officer - Fredericton**

We are seeking a dedicated professional to fill a 12 month contract position to act as an Accounting Officer in the Pensions and Insurance division at the Commission.

The position will be responsible for:

- Data entry and daily reconciliation of CRM payments;
- Collection of outstanding fees in CRM;
- Refund entry and data collection for processing;
- Monitoring of CRM to ensure there are no draft payments;
- Resolution of CRM errors
- Scanning documents into the CRM system.

This position reports to the Financial Analyst. Additional CRM training to enable the provision of the required support will be provided to the successful candidate.

Required qualifications:

- High School diploma or equivalent (GED) is required;
- Specific experience with a CRM system is a definite asset;
- Experience in handling accounts receivable – collection an asset
- Strong attention to detail;
- Ability to prioritize competing deadlines at all times;
- Ability to work independently as well as in a team environment;
- Superior organization skills.

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The Financial and Consumer Services Commission offers a competitive salary as well as excellent opportunities for personal growth and challenge. If you are interested in being a key part of this team, please forward your résumé and covering letter to:

**Financial and Consumer Services Commission**  
**ATTN: Human Resources Officer**  
**Email: [Information@fcnb.ca](mailto:Information@fcnb.ca)**

For more information about this position please visit our website at [www.fcnb.ca](http://www.fcnb.ca) or call the Human Resources Officer at (506) 643-7858.