



The better way to bank

Members of the CUA Team work to create and deliver a great banking experience to over 25,000 individuals and businesses across Nova Scotia. The CUA Difference is a combination of flexible products, personalized service and quick decisions made and delivered by people who know and love our Province. CUA's continued growth and member satisfaction reflects a team of committed problem-solvers who think big and outside the box to help others take a step forward in their financial health. If you are excited about the opportunity to help people achieve what matters most, while changing the way people think about banking, consider the following role.

Accounting Clerk

Reporting to the Manager of Finance, the Accounting Clerk is responsible for carrying out various financial tactics in support of CUA's overall operations. These tactics encompass accounting, financial and member-based activities to ensure that the financial results of CUA are accurate, complete, timely and effectively disseminated to various audiences within CUA. Responsibilities include preparing and posting journal entries, reconciling accounts and processing payments or remittances to members and third-party requests.

Attributes:

As the successful candidate, you have a proven ability to initiate and complete tasks pertaining to accounting and financial information systems. You understand accounting fundamentals and how they are translated into financial information, reports and supporting documents. You have experience in preparing budget and forecast documents, and are efficient in processing transactions within prescribed deadlines. Your attention to detail and strong financial acumen make you a valuable member of the Finance team.

Education / Experience:

- Possess an undergraduate degree or diploma in Business Administration, with accounting experience; or, equivalent combination of training and experience.
- Strong foundation and knowledge in accounting principles and systems.
- Previous financial institution experience considered an asset.
- High level of attention to detail.
- Ability to work independently and take initiative.

This is a full-time position offering competitive benefits and compensation commensurate with experience and qualifications.

Closing date for this opportunity is **September 11, 2026**.

Employment Equity, Diversity & Inclusion at CUA:

CUA strives to achieve a workplace where opportunities are based on skills and abilities and recognizes the value that diversity brings. We encourage applications from all qualified candidates, including those who identify as racially visible, indigenous, women in underrepresented roles, persons with disabilities and members of the 2SLGBTQI+ community. CUA supports candidates and employees with access and accommodation needs. If you are selected for an interview and require a specific accommodation, please let us know and we would be happy to assist.

Method of Applying:

Please apply by selecting the ["Apply"](#) link or submitting a resume to careers@cua.com as well as providing your salary expectations. While we appreciate all submissions, only those considered for an interview will be contacted. Thank you for your interest in joining the CUA Team!