

The following branches will be employing Summer Students from approximately May 1 - Aug. 31 / 2012. Preference will be given to those enrolled in post secondary education in related educational fields, such as Agribusiness, Business Administration, Bachelor of Commerce or similar degree/diploma programs. The successful candidate ideally will be interested in a future career with Sunrise Credit Union.

Baldur	Treherne
Deloraine	Melita
Reston	Waskada

When submitting your resume, please indicate which branch you would prefer to work.

**Basic Function:**

Under general supervision, performs a variety of member client service transactions within clearly defined policies and procedures. Duties include providing over-the-counter deposit services such as: accepting deposits, cashing cheques, opening and closing accounts, processing utility payments, calculating foreign and domestic exchange, processing loan payments and selling traveller's cheques, money orders and drafts. The position is responsible for responding to member client inquiries and taking action to reconcile discrepancies in records and accounts. Routinely receives and pays cash or other negotiable items, is responsible for custody, balancing and security of cash, maintains assigned cash limits and balancing of daily transactions. Performs a variety of routine accounting functions including the reconciliation or balancing of subsidiary ledgers and general ledger reports. The position responds to member client inquiries on all branch products and services and identifies opportunities to cross sell or refer sales opportunities to other staff.

Please apply online ([www.sunrisecu.mb.ca](http://www.sunrisecu.mb.ca)) by January 31, 2012.

We thank all applicants, but only those interviewed will be contacted.

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**Janice Demers, HR Administrator**

Phone: 204-726-3647 Fax: 204-726-3637  
2940 Victoria Avenue, Brandon, MB, R7B 3Y3  
[jdemers@sunrisecu.mb.ca](mailto:jdemers@sunrisecu.mb.ca)  
[www.sunrisecu.mb.ca](http://www.sunrisecu.mb.ca)