



VICTORIA
INTERNATIONAL
AIRPORT

201-1640 Electra Blvd
Sidney, BC, Canada V8L 5V4

T 250.953.7500
F 250.953.7509



JOB POSTING

Financial Analyst

Competition No. #2022-06

Starting Hourly Rate: \$39.68 (after completion of 6 month probation: \$41.78)

Classification Band 6

Victoria Airport Authority (VAA) manages and operates Victoria International Airport (YYJ), which is located on the homelands of the WSÁNEĆ People whose historical relationship to the land continues to this day. YYJ is the 11th busiest airport in Canada with almost 2.0 million passengers per year (2019 stats). YYJ was rated among one of the top ten most loved airports by CNN Travel and was twice named best regional airport in North America by Airports Council International.

Position Overview

VAA is now recruiting for an additional full-time Financial Analyst to join our team. The Financial Analyst will provide support and expertise to the organization performing a variety of analysis and accounting duties with a focus on working closely with staff, to support decision making and the development of operating and capital budgets and forecasts, monthly and annual financial statements, and preparation for the annual year end audit.

This position will be well suited to individuals with a keen interest in and related experience with data analysis and financial decision support including financial modeling, variance analysis, KPIs, cost-benefit analysis, and business case development. While this position will be primarily focused on financial analysis, there will be a requirement to perform general accounting duties as required for month-end, year-end, leave coverage, etc.

This is a Union position reporting to the Manager, Finance and Accounting and will normally work a 37.5 hour work week during regular administration office hours.

Education & Experience

The preferred candidate will bring a Bachelor's degree in Commerce, Accounting, or equivalent academic prerequisites for the Certified Professional Accountant Professional Education Program (CPA PEP). A minimum of four (4) years of recent and related work-experience in a similar financial analyst role. BC Class 5 Driver's license is required. Preference will be given to applicants actively pursuing a CPA designation. Equivalent combinations of education, experience, and knowledge may be considered.

Knowledge

Knowledge of the rules, regulations, and procedures applicable to not-for-profit financial operations. Knowledge of accounting functions, processes and regulatory policies. Advanced knowledge of personal and network computer systems and relevant accounting software such as Sage, Excel, and ALFA. Proficient with the application of business English in oral and written correspondence.

Skills and Abilities

- Excellent communication, interpersonal, analytical and problem-solving skills.
- Ability to communicate effectively, both orally and in writing, and provide a high-level of customer service to staff, internal and external customers.
- Enthusiastic and energetic self-starter with the ability to work independently and with regular interruptions.
- Accurate, well-organized with strong accounting and administrative skills and abilities.
- Ability to use advanced database, spreadsheet, reporting and presentation software, and computerized accounting systems to support business processes leading to strategic decision making within the Finance department.
- Ability to assist in developing, organizing, maintaining and improving a comprehensive budgeting and forecasting programs.
- Ability to analyze and prepare reports for internal and external customers.
- Ability to anticipate and balance multiple demands and priorities while continuing to meet deadlines.
- An aptitude and willingness to learn new technology.

As a condition of employment, all VAA employees must be fully vaccinated against COVID-19 and must obtain and maintain enhanced Airport security clearance (RAIC)*.

Applications:

Interested applicants may submit their Cover Letter and Resume quoting Competition #2022-06 by 4:00 p.m., Friday June 17, 2022, to rarsenault@agilus.ca. VAA is located on the homelands of the WSÁNEĆ People and as a result, qualified self-identified Indigenous applicants are encouraged to apply and may be given preference during the recruiting and selection process. An eligibility list to fill future vacancies may be created.

For a detailed job description please visit VAA's website www.victoriaairport.com/careers.

Please ensure your application clearly identifies how you meet the education, experience, and knowledge requirements stated in the job description. Applicants must be legally entitled to work in Canada.

We sincerely appreciate the interest of all applicants; however, only those selected for further consideration will be contacted.

* The Restricted Area Identification Card is a security pass issued by local airport authorities to all non-passengers working in the restricted areas of airports.