

**JOB POSTING****Financial Assistant****Competition No. #2025-13****Starting Hourly Rate: \$35.22****(after completion of 6-month probation: \$37.08)****Classification Band 3**

*Victoria International Airport (YYJ) is the 11th busiest airport in Canada and is located on the homelands of the W̱SÁNEĆ People whose historical relationship to the land continues to this day. YYJ has been rated one of the top ten most-loved airports in the world by CNN Travel and has been named one of BC's Top Employers annually since 2020. Winner of the best regional airport in North America award by Airports Council International in 2012, 2014, 2020 and 2024, YYJ provides a safe, secure, sustainable, and efficient airport that creates prosperity for our region by connecting Greater Victoria with the world. Victoria Airport Authority has managed the operations at YYJ on behalf of the surrounding communities since April 1, 1997.*

**Career Opportunity:**

The Victoria Airport Authority is looking for a **Finance Assistant** who thrives in a dynamic, purpose-driven environment to join our award-winning team. If you're detail-oriented, passionate about financial integrity, and want to contribute to something bigger — this is your chance.

As Finance Assistant, you'll play a pivotal role in ensuring the financial gears of our organization run smoothly. Reporting to the Manager, Finance and Accounting, you will support accounts payable and receivable with precision, professionalism, and care. You will bring your strong attention to detail, excellent organizational skill, and the ability to communicate effectively with both internal and external stakeholders. The Finance Assistant is a union position and will normally work a 37.5-hour work week during regular administration office hours.

**Requirements:*****Education & Experience***

- Completion of a minimum 2-year diploma program from a recognized post-secondary institution in Business Administration, Accounting, Finance or a related field
- At least 2 years' recent and relevant work experience in a similar role (or an equivalent combination of education and experience)

***Knowledge and Skills:***

- Proficiency in accounting software (Sage 300 preferred) and Office 365 products including Excel, Word, Teams and SharePoint
- Strong attention to detail and accuracy in data entry
- Excellent organizational and time management skills
- Effective communication skills, both verbal and written for internal and external stakeholders
- Ability to work independently and collaboratively in a fast-paced environment
- Adaptability to changing priorities and openness to learning new tasks or technology

- Ability to carry out established accounting procedures, perform account analysis and reconciliations, and process a variety of journal entries and accounts receivable/payable transactions.
- Ability to analyze and prepare reports for internal and external stakeholders
- Knowledge of accounts receivable/payable functions, processes and related policies including applicable taxation, credit and regulatory policies

***Additional Requirements (conditions of employment):***

- Within six (6) months of hire, the Finance Assistant must obtain and maintain the appropriate level of Airport Security Clearance (RAIC)
- A valid Class 5 British Columbia driver's license.

VAA is part of the federally regulated air transportation sector and employees must abide by any potential future federally mandated health measures (e.g. COVID-19 vaccination/booster shots).

Please refer to the job description on [VAA's website](#) for a full list of duties and responsibilities.

**VAA Values**

VAA has an incredibly bright future ahead and its success depends entirely on our team of very talented, dedicated staff. We want to ensure VAA is an environment where our people thrive and is an organization where people are proud to work, where our culture is admired and where career aspirations are fulfilled. At VAA we're proud to be living our Values:

<b>People</b>	We work as a team, supporting and respecting one another to bring out the best in each of us.
<b>Excellence</b>	We lead in safety, quality, and innovation to create exceptional experiences.
<b>Integrity</b>	We ensure that honesty, equity, and accountability are the cornerstones of everything we do.
<b>Community</b>	We foster meaningful relationships through service excellence and responsible stewardship.

**Applications:**

If you're excited about contributing your financial expertise to a forward-thinking, community-minded organization, we'd love to hear from you. Interested applicants may submit their Cover Letter and Resume quoting Competition #2025-13 by **4:00 pm, Friday, June 27<sup>th</sup>, 2025** to Agilus Work Solutions [arsenault@agilus.ca](mailto:arsenault@agilus.ca).

VAA is located on the homelands of the W̱SÁNEĆ 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.

VAA values inclusion and accessibility and is committed to providing reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to take part in the job application or interview process, please contact [humanresources@yyj.ca](mailto:humanresources@yyj.ca).

**Please ensure your application clearly identifies how you meet the education, experience, and knowledge requirements stated in the job description. Eligibility to work in Canada and the ability to maintain airport security clearance (RAIC) are essential.**

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