



**YYJ**

VICTORIA  
INTERNATIONAL  
AIRPORT

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

T 250.953.7500  
F 250.953.7509



**JOB POSTING**  
**Financial Analyst**  
**(18-month Temporary)**  
**Competition No. #2026-04**

**Starting Hourly Rate: \$46.10 (after completion of 6-month probation: \$48.53)**  
**Classification Band 6**

*Victoria International Airport (YYJ) is Vancouver Island’s gateway to the world, connecting more than 1.9 million passengers annually to key domestic and seasonal international destinations. Operated by the Victoria Airport Authority (VAA), a not-for-profit, non-share capital organization, YYJ plays a vital role in regional connectivity and economic growth. VAA operates from the homeland of the W̱SÁNEĆ people whose historical relationship to the land continues to this day.*

*YYJ has been recognized as one of BC’s Top Employers annually since 2020. It has also received the Airports Council International award for Best Regional Airport in North America in 2012, 2014, 2020 and 2024. Since April 1, 1997, the Victoria Airport Authority has managed and operated YYJ on behalf of the surrounding communities, delivering a safe, secure, sustainable, and efficient airport experience.*

**Career Opportunity:**

Are you a numbers-driven problem solver looking to make an impact in a dynamic, community-focused organization? Victoria Airport Authority (VAA) is seeking a **Financial Analyst** for an 18-month temporary assignment—a unique opportunity to contribute your expertise while working on meaningful projects that support the continued growth at YYJ.

You’ll work closely with colleagues across the organization, offering insights that inform decision-making, assist with audits, and contribute to budgeting and forecasting efforts. This unionized position offers a 37.5-hour work week during regular administrative office hours. Reporting to the Manager, Finance and Accounting, you’ll be a key member of the Finance & Accounting team, responsible for managing month-end entries, financial reports for operating and capital budgets, reconciliations, quarterly and annual statements for internal and external stakeholders, and the asset depreciation database. In addition to a competitive compensation package, this role offers a comprehensive benefits package.

If you're looking to take on a fulfilling 18-month challenge where your financial expertise will be valued, and your work will truly matter—apply now and become a team member of the Victoria Airport Authority!

**Requirements:**

The ideal candidate will have:

***Preferred Qualifications:***

***Education & Experience:***

- 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. Equivalent combinations of education, experience, and knowledge may be considered.

**Knowledge of:**

- Strong critical thinking, interpersonal, analytical, and problem-solving skills,
- A proactive approach to continuous learning and development and the ability to quickly adopt and utilize new technologies
- Knowledge of rules, regulations, and procedures applicable to not-for-profit financial operations.
- Knowledge of accounting functions, processes, and regulatory policies.
- Advanced proficiency with computer and network systems, including Excel, M365 tools, and relevant accounting and reporting software. Experience with Sage, Power BI, Power Automate, Generative AI, and ALFA is an asset, along with the ability to leverage technology to support business processes and decision-making.
- Excellent communication and interpersonal skills, including the ability to communicate effectively in writing and verbally, apply business English, and provide a high level of customer service to internal and external stakeholders.
- 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.

**Skills and abilities:**

- Ability to assist in developing, organizing, maintaining, and improving 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.

**Additional Requirements:**

- A valid Class 5 BC driver’s license is required.
- Within six (6) months of hire the successful candidate must obtain and maintain the appropriate level of Airport Security Clearance (RAIC) as a condition of employment\*\*

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 full list of Requirements and Duties as found in the job description on [VAA’s website](#).

**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:**

Take your career to new heights – submit your application today!

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 #2026-04 no later than **Midnight, Sunday June 7, 2026**, by following [this link](#).

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 accommodation 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. 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 (RAIC) is a security pass issued by local airport authorities to all non-passengers working in the restricted areas of airports.*