

**YYJ****VICTORIA
INTERNATIONAL
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JOB POSTING
Finance Assistant
(16-month Temporary)
Competition No. #2026-08

Starting Hourly Rate: \$38.00 (after completion of 6-month probation: \$40.00)
Classification Band 3

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 WSÁNEĆ 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 detail-oriented finance professional who enjoys solving discrepancies?

Are you comfortable embracing change, learning new technologies, and helping improve the way work gets done?

Victoria Airport Authority is looking for a Finance Assistant for a 16-month temporary assignment to support accounts payable and accounts receivable while contributing to the accuracy and integrity of our financial records. Beyond supporting day-to-day accounting operations, you'll help shape the future of our Finance team by identifying opportunities to improve processes, embracing new technologies, and contributing to initiatives that make our work more efficient, accurate, and effective.

Reporting to the Manager, Finance and Accounting, you will be responsible for assisting with Accounts Payable invoice processing, maintaining records in Sage 300, posting Accounts Receivable banking activity, supporting the accuracy of Power BI reporting and month-end and year-end activities, all while collaborating across VAA. You will also help document and improve processes and support the adoption of new finance tools and technologies.

This unionized position normally works a 37.5-hour week during regular administration office hours.

Requirements:

The ideal candidate will have:

Education & Experience:

- A minimum two-year diploma in Business Administration, Accounting, Finance, or a related field from a recognized post-secondary institution.
- At least two years of recent and relevant experience in a similar role, or an equivalent combination of education and experience.

****Recent, related experience must include:***

- Processing accounts payable and accounts receivable transactions.
- Performing account analysis and reconciliations, processing journal entries, and maintaining accurate financial records.
- Contributing to modernizing and streamlining financial processes with continual learning of evolving technologies.
- Using accounting software and Microsoft 365 applications, including Excel, and communicating with stakeholders to resolve discrepancies.

Preferred Qualifications:

- Experience using Sage 300.
- Experience with process automation or data tools such as Power Automate, Power BI, or Power Query.

Knowledge of:

- Accounts payable and accounts receivable processes and related policies.
- Applicable taxation, credit, and regulatory requirements.
- Accounting procedures, reconciliations, journal entries, and financial reporting.

Skills and abilities:

- Strong attention to detail, accuracy, organization, and time management.
- Clear and professional written and verbal communication skills.
- Ability to work independently and collaboratively while managing changing priorities.
- Ability to maintain confidentiality and exercise sound judgment with financial information.
- Adaptability and an aptitude for learning new systems, technologies, and processes.
- Ability to identify inefficiencies and contribute practical process-improvement ideas.
- A valid Class 5 British Columbia driver's licence.

Required Security Clearance:

- 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](#).

An eligibility list to fill future vacancies may be created.

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:

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

Applications:

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

Interested applicants may submit their Cover Letter and Resume, quoting Competition **#2026-08** no later than **4:00 pm, Wednesday August 19, 2026** by following [this link](#).

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.

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.

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.*