

Job Description

Position Title: Finance Assistant

Reporting To: Manager, Finance and Accounting

Key Relationships: Internal – All VAA Staff
External – Third Party Tenants, Contractors, Vendors and Customers

Supervisory Responsibilities: None

Role Summary:

The Finance Assistant plays a crucial role in maintaining the financial records of our company, specifically supporting both accounts payable and accounts receivable functions. This role requires strong attention to detail, excellent organizational skills, and the ability to communicate effectively with both internal and external stakeholders. The Finance Assistant also contributes to the department's ongoing financial transformation initiatives, supporting process improvements and the adoption of new tools and technologies that increase efficiency and accuracy across the department. The Finance Assistant is a union position reporting to the Manager, Finance & Accounting and will normally work a 37.5-hour work week during regular administration office hours.

Knowledge, Skills, Abilities, and Personal Characteristics:

- 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)
- 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
- Demonstrated aptitude for learning new technologies, including process automation and data tools (e.g., Power Automate, Power BI, Power Query).
- Ability to identify inefficiencies in existing processes and contribute ideas for streamlining or automating routine tasks

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.

Key Responsibilities:

The responsibilities below are representative of the work performed and are not intended to be an exhaustive list. The Finance Assistant may be assigned other duties consistent with the nature and classification level of the position as operational requirements evolve.

- **Accounts Payable**
 - Process vendor invoices accurately and in a timely manner
 - Verify invoices for proper authorization and coding before processing payments
 - Ensure data integrity within the accounts payable system
 - Reconcile vendor statements and resolve discrepancies
 - Prepare and process cheques, electronic transfers, and other payment methods
 - Maintain accurate records of all accounts payable transactions
 - Maintain corporate credit cards
 - Assist with month-end and year-end closing and reconciliation activities related to accounts payable
 - Assist with reconciling travel claims and per diems and prepare reimbursement payments
- **Accounts Receivable**
 - Calculate and prepare invoices, submitting them to customers
 - Reconcile revenue agreements, ensuring proper contractual revenue is recorded
 - Prepare and maintain accounts receivable reports (i.e. aging reports)
 - Process payments in compliance with financial policies and procedures
 - Ensure data integrity within the accounts receivable system
 - Reconcile customer accounts and resolve billing discrepancies
 - Follow up on overdue accounts, communicating with customers regarding payment status
 - Assist with month-end and year-end closing and reconciliation activities related to accounts receivable
- **General Responsibilities**
 - Assist with other finance-related tasks and projects as needed
 - Collaborate with other departments to ensure accuracy and efficiency in financial transactions
 - Maintain confidentiality of financial information and comply with company policies and procedures
 - Assist in documenting current processes and updating procedures to support approved process improvements and evolving workflows
 - Provide support for other departments for holiday/absence relief and general help as required
 - Take personal responsibility for integrating safety into daily work activities in alignment with VAA's Safety Management System
 - Perform other related duties as required