

Finance Assistant (Accounting)

Temporary, Contract

Thunder Bay International Airports Authority (TBIAA) is a not-for-profit organization dedicated to the maintenance and operation of the airport. Our focus is customer service excellence with an emphasis on aviation safety. It is at the forefront of what we do.

We are currently looking for a motivated individual to cover an 18-month maternity/parental leave vacancy. This is an excellent opportunity for the right individual. Working for TBIAA is more than just a job. You will be part of an airport community which offers a fun, supportive and professional work environment.

Qualifications:

- Great communication skills, follow-up with customers and ability to deal with the general public.
- Accounting diploma or equivalent combination of education, experience & training.
- Experience using financial software.
- A high level of proficiency in Microsoft Office software.
- Accounts Receivable and/or Accounts Payable experience would be a definite asset.
- Demonstrated ability to follow procedures & generally accepted accounting principles.
- Team player and the ability to perform miscellaneous jobs and assists other personnel.
- Ability to work independently and quickly adapt to changing priorities.
- Demonstrated ability to establish and maintain a positive relationship with customers, vendors, co-workers & management.
- Focused, detail oriented and analytical.
- Organized with proven ability to meet accounting cycle deadlines.
- Fluent in spoken and written English.
- Working knowledge of Microsoft Dynamics Nav would be asset.

Compensation & Benefits:

- 30-hour/week
- Monday to Friday
- \$27.99/hour
- Extended Health Package
- Training to help you reach your full potential

If you are interested in seeing your career soar, then apply today!

Please forward your resume, covering letter by **October 15, 2018** to:



Human Resources Advisor
Thunder Bay International Airports Authority Inc.
340 – 100 Princess Street, Thunder Bay, ON, P7E 6S2
hr_tairport@tbaytel.net

To find out more about the TBIAA visit us on Facebook or at <http://www.tbairport.on.ca/> or follow us on Twitter.
We thank all applicants. However, only qualified candidates will be contacted. No telephone calls please.