

# ADMINISTRATIVE ASSISTANT – FINANCE

PERMANENT FULL TIME



Regina Airport Authority requires an Administrative Assistant – Finance, responsible for the clerical duties of Finance including accounts payable, accounts receivable/collections, revenue, expenses, general ledger, and related support functions including document filing along with the utilization of a wide variety of software programs.

## ABOUT REGINA AIRPORT AUTHORITY

### Employment at RAA

- Competitive salaries
- Group Health Insurance Plan
- Defined Contribution Pension Plan (7.5% match)
- Personal Wellness Spending Account
- Healthcare Spending Account
- 3 weeks paid vacation leave
- 3 weeks paid sick leave
- 1 week paid personal and family related leave
- Meaningful work that makes an impact
- Career growth and promotion opportunities
- Recognition of employee service anniversaries
- Employee and family events
- Free parking

### Learning and Training

- Robust training program including core, positional and enhanced training
- Encouragement of lifelong learning through education and training opportunities
- Team member review designed to focus on individual career development and ongoing coaching, support and feedback

### Community

- Actively promotes and supports our community through several initiatives including sponsorships.

### Communication

- Town-hall style staff meetings offered during the year
- Frequent communication through several different platforms
- Employee surveys
- Company intranet ("The Portal")

## OUR MISSION

To be an engine of economic activity and social connectivity through air travel.

## OUR VISION

To be Saskatchewan's best airport experience.

## WHO WE ARE

Exceptional people doing an exceptional job every day through demonstrated operational and customer service excellence.

## HOW TO APPLY

Like what you see and think you have what it takes to join our team?

Submit your cover letter and resume in confidence on or before April 24, 2025, by emailing [hr@yqr.ca](mailto:hr@yqr.ca) and quoting the position you are applying for in the subject line.

We thank all applicants for their interest. Only shortlisted candidates will be contacted.

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## RESPONSIBILITIES

- While promoting safety awareness, perform all duties with an ownership attitude in compliance with corporate policies and procedures.
- Assist with ensuring appropriate incident command response procedures are carried out in the event of an emergency.
- Perform all duties and responsibilities in a manner consistent with the company's Mission, Vision, and Corporate Values.
- Respond to operational emergency situations during and after standard hours of work for the purposes of resolving immediate concerns to ensure the safe and efficient operation of the airport.
- Administer accounts payable including the distribution of invoices for authorization and coding.
- Administer payments to vendors such as cheque runs, wire payments, and EFT payments.
- Administer accounts receivable functions including billing, collections, and bad debts.
- Prepare bank reconciliations, self assess GST and PST on applicable invoices.
- Perform regular account reconciliations.
- Administer the VISA program including reconciliations and activity recording.
- Administer and monitor the corporate fuel system program.
- Maintain regular key metric reporting.
- Administrative duties such as answer and direct telephone inquiries, send and receive corporate correspondence, and provide general support to visitors.
- Ensure reception area, meeting rooms, lunchroom and supply room are maintained and organized in a presentable manner by performing light custodial duties.
- Maintain office supply inventory and arrange for pick-ups and deliveries of packages and supplies, and other various support duties related to the administration office and lunchroom.
- Contribute to and support corporate events, initiatives, and internal committees.
- Participate in regulatory and corporate prescribed training and development activities.
- Understand and comply with all Corporate Policies and Procedures.
- Other related duties as assigned.

## EDUCATION AND PROFESSIONAL EXPERIENCE

- Recognized post-secondary education diploma in business administration or financial accounting equating from two (2) and up to three (3) years of study and 18 months of job-related training and experience; or 48 to 60 months of job-related training and experience.
- Equivalent combination of education and experience would be considered.

## REQUIREMENTS

- Strong communication, organizational and interpersonal skills to professionally manage a multitude of tasks in a customer focused environment.
- Ability to grow and maintain positive professional relationships with corporate departments, key business partners and team members.
- Capable of performing within a transparent work environment where collaborative relationships are encouraged, and varied opinions are respected.
- Strong awareness and commitment to a healthy and safe working environment.

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- A self-directed analytical person who possesses strong organizational, verbal, and written communication skills, with the demonstrated ability to work independently and collaboratively as a positive team member.
- Results oriented with the ability to effectively manage multiple priorities with conflicting demands and timelines, while being accurate and detail oriented.
- Knowledge of computerized accounting, spreadsheet, and Word applications.
- Knowledge of general accounting practices related to accounts payable, accounts receivable and general ledger entries.
- Robust awareness and commitment to a healthy and safe working environment.
- Critical and logical thinking skills, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- Knowledge of Accounting Standards for Not-For-Profit Organizations.
- Strong computer skills, including Microsoft based applications with the ability to learn and adapt to new technology.

## RATE OF PAY

As per the collective agreement:

- Band: 4
- Rate of Pay: \$37.31 - \$40.33

## CONDITIONS OF EMPLOYMENT

- No previous criminal background for which a pardon has not been granted.
- A clear pre-employment National Criminal Record through Regina Airport Authority's background screening process.
- Ability to secure and maintain a Transportation Security Clearance within the prescribed employment probationary period.
- Possession of a valid Saskatchewan Class 5 driver's license or equivalent.