

# MANAGER, FINANCE AND CONTROLLER

PERMANENT FULL TIME



Regina Airport Authority requires a Manager, Finance and Controller, responsible for the management, leadership and motivation of the Finance area. The Manager, Finance and Controller will recommend operational design and development of new accounting and reporting policies, procedures, controls and systems. The expectation is that the incumbent will plan and coordinate the delivery of financial systems with RAA's internal information technology unit responding to corporate business plans and strategies related to financial management. The incumbent will liaise with other work units to identify and assist with operational informational needs.

## 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
- 4 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 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 companies 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.
- Provide leadership, supervision, motivation, and direction to team members such as recruitment, training, development and performance management including conducting team member reviews and progressive discipline.
- Manage and guide accounting support staff members within the established guidelines and policies.
- Responsible to provide appraisal on the performance, recommend in matters of discipline and hiring, approve time off work with or without pay, approve extra duty and schedule and assign work for accounting personnel.
- Perform vendor and customer invoice review, approval and monitoring including financial and electronic banking requirements.
- Oversee the completion of accurate and timely preparation of monthly, quarterly and yearend financial statements, accruals, journal entries, reconciliations and maintenance of data and their integrity including required completion of variance analysis with explanations.
- Under guidance of the Chief Financial Officer (CFO), complete audit working paper file requirements and completion of annual report requirements.
- Assist the CFO in preparing annual budgets by interacting with other departments regarding internal financial and budgetary queries and variances from business plans.
- File timely and accurately monthly, quarterly, annual GST, PST and other regulatory surveys and reports as required.
- Complete benchmarking, trending and financial monitoring as directed by CFO in fulfilling reporting and corporate strategy requirements and business development initiatives.
- Complete financial analysis for special projects for both operational and capital programming requirements and monitoring programs for corporate assets, including materials and supplies.
- Complete cash flow analysis and assist CFO with development of business plans.
- Collect quantitative data and assist CFO in the analysis of interpretation of key performance measures, budget development, rates and fees analysis and ongoing monitoring activities.
- Participate in Management meetings and Act for CFO when required.
- Input to operating programs and deliver programs within allocated approved budget as assigned.
- 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.

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## EDUCATION AND PROFESSIONAL EXPERIENCE

- Recognized post-secondary education degree in Bachelor of Business Administration with a Major in Accounting or Finance equating from three (3) and up to five (5) years of study and 24 months of job-related training and experience; or over 60 months of job-related training and experience.
- A Chartered Professional Accountants (CPA) designation is preferred, but not required.
- A strong background in financial accounting and reporting.
- A strong background in capital assets is preferred.
- Equivalent combination of education and experience would be considered.

## REQUIREMENTS

- Extraordinary 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 key business partners and team members.
- Capable of supervising, motivating and leading a team within a transparent work environment where collaborative relationships are encouraged, and varied opinions are respected.
- Robust awareness and commitment to a healthy and safe working environment.
- Demonstrated ability to have a positive impact on business results.
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- A self-directed, and tenacious problem solver who can work well both independently and collaboratively within a team.
- Results oriented with the ability to effectively manage multiple priorities and timelines with strong attention to detail.
- Self motivator with leadership skills with the ability to meet deadlines in a fast-paced environment where multiple projects are common in an ever-changing industry.
- Knowledge of financial organizational principles and practices.
- Proficiency with Microsoft Office Products (especially Excel and Power Point applications); ACCPAC and ability to learn specialized industry airport revenue billing software and other database management programs.
- Strong computer skills, including Microsoft based applications.

## 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.
- Completion of training and development as deemed required by regulations, legislation and the organization within prescribed timeframes.