

We're looking for an **Airport Administrative Specialist (AAS2)** to join our Finance Team!

About Us

The Prince George Airport Authority (PGAA) is made up of a team of diverse people who are proudly working together to connect the world to Northern BC. With a commitment to safety first and foremost, our team is dedicated to enhancing our region by providing an excellent airport experience while driving economic growth.

We acknowledge that the work of the Prince George Airport Authority takes place on the unceded, traditional territory of the Lheidli T'enneh. We acknowledge the need for meaningful consultation with Indigenous communities and the Prince George Airport Authority is committed to working towards meaningful reconciliation.

As an employer with a long history in our region, Prince George Airport Authority strives for a respectful workplace that reflects the diversity of the communities we serve. We support the Employment Equity Act and take measures to ensure fair employment practices and treatment of employees across our organization. We welcome applications from all qualified candidates, including women, Indigenous peoples, persons with disabilities and members of visible minorities. We encourage applicants to self-identify with a designated group(s) to support our team in areas where we can be more diverse. We are also happy to provide reasonable accommodations throughout the selection process and while working at PGAA.

About The Role

Reporting directly to the Manager of Accounting, the **Airport Administrative Specialist (AAS2)** provides support to various departments within the organization including Finance, Operations, Safety and Regulatory Compliance, and Corporate Services. Airport Administrative Specialists work with a wide variety of office systems and processes related to finance, accounting, customer service, operations, asset management, materials management and general office administration to ensure the Prince George Airport operates in a safe, secure, effective, efficient and environmentally friendly manner.

Key Responsibilities

- Always emphasize and demonstrate the importance of safe operating procedures and accident prevention, leading by example.
- Analyze invoices for accuracy and post into accounting system.
- Prepare weekly Cheques and EFT runs.
- Prepare monthly accounts payable accruals.
- Prepare monthly inventory reconciliations.
- Responding to information requests and assisting with audits.

- Ensure and maintain compliance with legislation, regulations, and PGAA policies.
- Maintain accurate records and generate reports as required.
- Assist other team members, as required.

Qualifications

- Demonstrated commitment to safety as a priority.
- Post-secondary education in Accounting and Finance or Business Administration an asset.
- Possess 3 years accounting experience, with demonstrated knowledge of full accounts payable.
- Demonstrated critical thinking, decision making, problem-solving, and effective communication skills.
- Collaborative approach and desire for continuous improvement in all areas of work.
- Proficiency in Microsoft Office applications, and ability to learn custom software as required.
- Demonstrated ability to obtain and maintain a Transportation Security Clearance for an Airport Restricted Area Identity Card.

Hours of Work

Based on 35-hours per week Monday through Friday, during general daytime business hours.

What We Offer

- A safe and respectful workplace
- Long-term career potential
- Learning and development opportunities
- Work-life balance (we really mean that!)
- Local, onsite work with no travel requirements
- A comprehensive benefits package
- Starting wage of \$37.54/hour with increases as per the Collective Agreement

This position is open to Prince George Airport Authority employees and external candidates.

How To Apply

To apply for this position, please forward your resumé, in confidence, to hr@pgairport.ca with **"AAS2-Finance"** in the subject line. The deadline for applications is **September 30, 2024**.