

# JOB POSTING

## Manager, Financial Services

Recognized as a Top Employer in Atlantic Canada for 2024, the St. John's International Airport (SJIAA) is a not-for-profit, non-share capital corporation with a mission to connect Newfoundland and Labrador to the world. A catalyst for economic growth, we strive to provide safe, efficient, and sustainable air transportation services. We generate our own revenue, raise our own capital, pay municipal taxes, and pay annual ground rent to the Government of Canada to operate the Airport on behalf of the community we serve. We are committed to offering an exceptional airport experience for our passengers and to enhancing the economic and social well-being of our community.

Reporting to the Chief Financial Officer (CFO), the Manager, Financial Services plays a leadership role in providing financial services support that contributes to the overall success of SJIAA. The Manager is responsible for managing day to day operations, including overseeing the Finance Department and ensuring compliance with generally accepted accounting standards. The Manager works closely with all departments to develop practices, monitor data and support decision making. In addition, the Manager is responsible for implementing best practice procurement standards and practices for the organization. This position plays a critical role in aligning the Airport Authority's financial operations and planning with our strategic and operational plans.

### ACCOUNTABILITIES

- Supporting the CFO in directing internal operations to achieve budgeted results and other financial criteria
  - Leading and overseeing day-to-day operations of the finance team, including training and mentoring team members
  - Ensuring effective and timely delivery of all accounting and finance operational reports
  - Preparing and reviewing monthly reporting packages, interpreting results, and presenting to the CFO and CEO as required
  - Reviewing monthly balance sheet reconciliations
  - Reviewing current processes and practices, and directing the finance team in implementing procedures and systems improvements as needed
  - Playing a key role in the annual budgeting and forecasting process and liaising with departments as necessary
  - Assisting the CFO with long-term financial planning as necessary
  - Playing a lead role in coordinating and supporting external audits and liaising with external auditors
  - Managing and providing expert advice, leadership, guidance, and direction related to the development and implementation of procurement and contracting-related strategies, policies and procedures
- Manager, Financial Services
- Establishing a procurement accountability framework, including developing and maintaining standardized terms and conditions for contracts
  - Creating training and development programs for internal staff to ensure consistency, fairness, and transparency in the procurement and contracting processes



**APPLY TO:** [careers@stjohnsairport.com](mailto:careers@stjohnsairport.com)  
**CLOSING DATE:** Monday, July 8, 2024

SJIAA is an equal opportunity employer. Applicants must clearly demonstrate in their resume that they meet the posted qualifications for the position. Proof of education/certifications must be provided prior to appointment to position. The successful applicant will be required to provide a satisfactory Certificate of Conduct prior to employment.

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### IDEAL QUALIFICATIONS

- A CPA designation is required
- At least 5 years relevant work experience, with at least 3 years leadership experience in accounting/finance roles.
- Strong understanding of and experience with financial management systems, accounting principles, and budget preparation and monitoring
- Experience in procurement and vendor management
- Exceptional leadership abilities coupled with strong ethical standards
- Ability to function effectively in a high-pressure, highly regulated strategic and operating environment
- Ability to collaborate with cross-functional teams of colleagues, other leaders, and employees, and the ability to independently accomplish tasks and assignments
- Excellent planning, time management skills and the ability to prioritize workloads effectively
- Must obtain and maintain a valid Restricted Area Identification Card (RAIC)
- Strong leadership, analytical and communication skills



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