

JOB POSTING

Manager, Finance

Recognized as a Top Employer in Atlantic Canada in both 2024 and 2025, the St. John's International Airport Authority (SJIAA) is a private, not-for-profit, non-share capital corporation that oversees the safe and efficient movement of people and goods at Newfoundland and Labrador's premier air transportation gateway. Our mission is to proudly connect Newfoundland and Labrador with the world.

SJIAA was recently honoured with the 2024 Airport Service Quality (ASQ) award for Best Airport Under 2 Million Passengers in North America, a prestigious recognition that highlights our ongoing commitment to delivering an exceptional airport experience for passengers and for fostering economic growth and social well-being in the communities we serve.

ACCOUNTABILITIES

Reporting to the Director of Finance this position 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 internal controls, SJIAA policies and Accounting Standards for Private Enterprises (ASPE). 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.

Specific accountabilities include:

- Supporting the Director of Finance 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 Director, Finance and Chief Executive Officer (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 Director of Finance 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
- 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:

People and Culture
St. John's International Airport Authority
careers@stjohnsairport.com

CLOSING DATE: Monday, July 14, 2025

Please note that successful candidates will be required to provide a satisfactory certificate of conduct and educational documentation as a condition of employment.

SJIAA is an Equal Opportunity Employer. We thank all applicants for their interest, but only those selected for an interview will be contacted.

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IDEAL QUALIFICATIONS

- A CPA designation is required
- At least 5 year's relevant work experience, with at least 3 years leadership experience in accounting/finance roles.
- Strong understanding of and experience with financial management systems, accounting standards, 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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