

WE'RE HIRING



Supervisor, Accounting

*Temporary Full-Time for 18 months
with a possibility of extension*

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 recognized as a Top Employer in Atlantic Canada and received Airport Service Quality (ASQ) awards in both 2024 and 2025. These prestigious recognitions highlight 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.

SUMMARY OF DUTIES

Reporting to the Manager of Finance, the Supervisor, Accounting is responsible for overseeing the day-to-day accounting operations of the Airport Authority and providing guidance to the accounting staff. The position ensures the accuracy and integrity of financial records, oversees the preparation of monthly financial statements, coordinates the annual operating budget process, and leads the annual financial statement audit. The Supervisor, Accounting also plays a key role in capital budget planning, capital project monitoring, financial reporting, and continuous improvement initiatives.

KEY ACCOUNTABILITIES INCLUDE:

- Supervise and provide direction and support to accounting staff.
- Oversee the completion of monthly financial statements, account reconciliations, and variance analysis.
- Coordinate and prepare the annual operating budget and support periodic forecasts.
- Coordinate the annual financial statement audit and liaise with external auditors.
- Lead the capital budget planning process and monitor capital projects against approved budgets.
- Maintain capital asset records, including asset additions, disposals, depreciation, and project closeouts.
- Prepare financial reports, analysis, and recommendations for management.
- Ensure compliance with accounting policies, internal controls, and financial reporting requirements.
- Support and maintain financial systems, including Sage Intacct ERP, and identify opportunities to improve processes and reporting.
- Foster positive working relationships with internal departments, consultants, auditors, and external stakeholders.

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IDEAL QUALIFICATIONS:

- University degree in Business Administration, Commerce, Accounting, or a related discipline.
- Chartered Professional Accountant (CPA) designation is required.
- Minimum five years of progressively responsible accounting experience.
- Experience supervising accounting staff and coordinating complex accounting functions.
- Demonstrated experience in financial reporting, budgeting, capital planning, and audit coordination.
- Experience with Sage Intacct and advanced Microsoft Excel skills would be considered assets.
- Strong analytical, organizational, leadership, and problem-solving skills.
- Excellent oral and written communication skills.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- Demonstrated professionalism, sound judgment, and attention to detail.
- Must obtain and maintain a valid Restricted Area Identification Card (RAIC), which includes extensive background checks.

APPLY TODAY

If you are excited about this opportunity and have the experience and passion we are looking for, we would like to hear from you! Please submit your resume by **October 13, 2026.**

People and Culture

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

St. John's International Airport Authority (SJIAA) is an Equal Opportunity Employer. SJIAA is committed to inclusive employee recruitment and selection. SJIAA welcomes and encourages applications from people with disabilities. If you require an accommodation at any point during the selection process, please inform us as soon as possible and we will make every effort to fulfill your accommodation request.

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

We thank all applicants for their interest, but only those selected for an interview will be contacted.