

Staff Accountant

The Staff Accountant position is responsible for ensuring the company's financial records and transactions are accurately recorded. This position is also responsible for preparing monthly financials by completing account reconciliations, submitting journal entries, and working with the accounting team to obtain relevant information to finalize monthly reports.

WORK HOURS: Monday to Friday

LOCATION: 4740 Agar Dr, Richmond, BC

TERM: Full Time Regular (Permanent)

COMPENSATION AND BENEFITS: Competitive wages, training and development, opportunities for growth, extended medical, dental, life, and disability insurance, flight perks (including Buddy Passes and global inter-airline partnerships), revenue sharing, RRSP matching program, discounts at local restaurants and travel partner organizations, staff events and much more!

Responsibilities and Expectations

Financial Transactions:

- Record and verify financial transactions such as bank reconciliations, balance sheet account reconciliations and supporting schedules, to ensure the completeness and accuracy of applicable ledger accounts.
- Support the ongoing monthly close process ensuring all monthly entries are made and the balance sheet is properly stated.
- Assess the need for relevant accruals.
- Reclass entries appropriately to align with the subsidiary companies.
- Produce stand-alone financials for subsidiary companies.
- Coordinate interim and year-end audit file preparations.

Internal and External Reporting:

Generate regular financial reports for internal stakeholders and management such as:

- Oversight and preparation of monthly balance sheet, income statement and statement of cash flows.
- Weekly cashflow reporting
- Generate monthly department report
- Labour hour reporting per department
- Analysis of maintenance hours vs payroll hours

Generate regular reports for external stakeholders such as:

- GST/PST Filing
- WCB Premium filing
- Statistics Canada Reporting
- Related party transaction summary
- commercial rent calculation and remittance

Ad Hoc Requests:

- Coordinate and document mutual service exchanges with business partners.
- Prepare invoices and follow up on collections for Harbour Air Aerospace Services, such as hanger rent.
- Respond to financial requests from VP Finance, Head of Finance.
- Respond to financial requests from Base Managers.

JOB PROFILE - Your Flight Path to Success

Qualifications/Assets

- CPA preferred + 3 years of accounting experience, or comparable combination of education and experience
- Proven leader of a monthly close processes at similar sized companies
- Understand financial regulations, accounting standards and compliance requirements
- Support of an annual audit and experience interacting with auditors to support open questions
- Extremely organized, detail oriented and takes pride in quality
- Proven ability to prioritize and handle multiples task in a time sensitive manner
- Effective communication skills (written & verbal)
- Proficient computer and data entry skills (Excel, Great Plains, NetSuite and Concur). Ability to leverage technology for efficient financial analysis and reporting
- Collaboration skills to gather relevant financial data from cross-functional departments
- Flexibility to adapt to changes in business conditions and priorities
- Experience in a consumer-facing industry required, knowledge of aviation industry is an asset
- Experience with a system implementation an asset

ABOUT HARBOUR AIR GROUP

- Launched in 1982, Harbour Air is North America's largest seaplane airline. With around 500 employees, it flies more than half a million passengers annually both within BC and to/from Seattle, USA.
- Our people are the backbone of our organization, and we are committed to creating a culture that inspires one another to achieve extraordinary success. We have regularly been honored as the recipient of numerous awards including BC's Top 55 Employers, and Canada's Most Admired Corporate Cultures.

APPLY NOW: Email your resume and cover letter to jobs@harbourair.com quoting **25-08** Staff Accountant, YVR

DEADLINE: Open until filled

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

Harbour Air is an equal opportunity employer, we are committed to Diversity and Inclusion and value a diverse workforce. Together, we continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees. It fuels our innovation and connects us closer to our customers and the communities we serve.

Harbour Air is committed to developing a barrier-free recruitment process and work environment. Accommodation in relation to the job selection process is available upon request. If you require any accommodation, please email jobs@harbourair.com and we'll work with you to meet your accessibility needs.