



Interim Payables Operations Accountant – 6 Month Contract

Who We are

The Greater Moncton Roméo LeBlanc International Airport (YQM) is a progressive airport and the leading airport in the central Maritimes. Everyone associated with the airport strives to provide superior air service to passengers travelling all over the world and to the global cargo industry -safe, convenient, efficient, bilingual and business-like.

YQM also strives to maximize its contribution to local and regional economic and community development - it drives over \$665 million of economic activity annually, making it one of the top private-sector economic contributors to New Brunswick's economy.

Your economy. Your airport.

Job Purpose

The Interim Payables Operations Accountant is responsible for processing accounts payable, maintaining general ledger accounts, processing journal entries, assisting with variance analysis, certain department projects and performing account reconciliations as assigned. Responsible for specific financial aspects of invoicing and reporting of revenue.

Overview of Duties

- Process daily accounts payables including preparation of cheques and EFT.
- Invoicing and reconciliation for revenue.
- Assists with balance sheet reconciliations and variance analysis.
- Assists with analysis and preparation of forecasts and budgets.
- Prepares and submits HST remittances in accordance with deadlines.
- Performs general accounting, other administrative tasks and reporting.
- Assists in departmental projects that occur during term.
- Assists in the preparation of year-end audit information.

Qualifications

- College Diploma in Accounting or related field.
- 2-3 years accounting experience.
- Ability to obtain and maintain a Transport Canada Airport Security Clearance.
- General knowledge of accounting principles and practices (Not-for Profit Accounting Standards).



- Demonstrated ability to draft accurate financial working papers with attention to detail and apply accounting practices and procedures.
- Proficient with 'Microsoft' suite of programs, and comfortable working with computer-based technology including accounting software (experience with SAGE would be considered an asset).
- Excellent interpersonal skills with the ability to interact with a widely diverse group of employees with various education levels and interests.
- Strong verbal and written communication skills.

Reporting Relationship

Director of Finance and Administration

Role is based in Dieppe, New Brunswick. Role is based on a 37.5-hour workweek and pays \$34.81 per hour to start (the rate is increased by 2.5% after 1 year and another 2.5% at the end of the second year).

This position is included in the collective bargaining unit (UCTE) for the Greater Moncton International Airport Authority (GMIAA).

Accessibility and Diversity

We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of the evaluation process, please email accessibility@cygm.ca to request specialized accommodation. All information received in relation to accommodation will be kept confidential.

The Greater Moncton International Airport Authority (GMIAA) values the diversity of the people it hires and serves. Diversity at GMIAA means fostering a workplace in which differences are recognized, appreciated, respected, and responded to in ways that fully develop and utilize each person's talents and strengths.

How to Apply

Applications can be submitted directly through [Indeed](#). Alternatively, applications that require accommodations can be directly submitted via email to accessibility@cygm.ca.

We thank all those who apply, however only those selected for further consideration will be contacted.