

Accounting Manager Position at Pacific Flying Club

About Pacific Flying Club

Pacific Flying Club (PFC) is recognized as an industry leader in flight training and is one of Canada's largest flight training centers. Established in 1965 as the Canadian Pacific Airlines Employees Flying Club, PFC is a not for profit educational institution with a fleet of 30 aircraft and 3 top of the line simulators. Our small inclusive team is driven by a culture of innovation, achievement, and teamwork, and we go the extra mile to serve our members, students and industry partners.

About the Role

Reporting to the Executive Director, the Accounting Manager will be responsible for all aspects of financial reporting including preparation of both external and internal financial statements, cash flow management, account analysis, pricing analysis, budgeting, cost analysis and year end documentation and files.

Additionally, you will handle key decisions and challenges, be involved in the day to day business & finance operations and establish a sense of accountability with the staff. You're a hands-on Chartered Professional Accountant with strong accounting and communication skills excited about a new industry and the opportunities to learn and take a leadership position in the aviation sector. This position will appeal to the CPA who would like to be able to grow with organization and take on more responsibilities beyond the pure accounting function. Ideally, the successful applicant will have a strategic focus and can take an idea to full implementation. A person with an entrepreneurial focus will see their value to the organization and internalize the success of the firm and recognize they have a long term future with the organization and will not view the position as a stepping stone in their career.

You will lead a small team of individuals involved in the business operations of the Club who will look to you for expertise, guidance and mentorship.

Responsibilities include but are not limited to:

1. Oversee the full cycle accounting & finance functions
2. Ensure all regulatory and statutory deadlines and requirements met.
3. Collaborate with management and administrative teams to support efficient and effective operations
4. Formalize processes & policies and continuously improve efficiencies
5. Prepare financial statements and oversee the reporting arm of the Club
6. Manage stakeholder relations (internal and external)
7. Manage the creation of the budget and forecasts
8. Create Financial Models tailored to the needs of the company/ operations team
9. Manage finance department operations and staff, including accounts payable, billings

& collections, and payroll

10. Support Board and Executive Director initiatives, including systems implementation, acquisition decisions and departmental initiatives and improvement projects
11. Manage company cash flow position
11. Train, mentor & coach the staff
12. Perform financial analysis & monitor various reports
13. Take on adhoc projects and initiatives, as needed by the Executive Director – offer insight and advice as required.
14. Other duties as may be assigned including non-accounting functions that require the use of strong written communication skills.

Requirements

1. A hands-on finance detail oriented CPA with 2+ years of progressive experience at a senior level
2. Experience working in a small organization assuming multiple roles as required.
3. Values teamwork, client relations and improvement initiatives
4. Strong attention to detail and ability to juggle multiple projects - Excellent technology, analytics and management experience required
5. Strong Excel skills with ability to create reports, financial models and conduct analysis, tailored to the needs of the Board and Executive Director
6. Proactive team leader with ability to establish clear expectations, deadlines and accountability who is respected by their staff.
7. Excellent written, verbal and social communication skills a must. Empathetic and strong emotional intelligence.
8. Strong experience with annual Financial Reporting, Financial Analysis, costing and/ or project accounting, payroll, public accounting, implementations, will be considered an asset
9. Strong bookkeeping background a must – ability to identify errors and assist staff in corrections as required. Ability to do year end analysis and adjustments as required.
10. Self starter and ability to work both independently and in a team environment
11. Experience in human resources an asset.
12. Hands on, grounded and comfortable rolling up their sleeves. A self starter who takes personal accountability for getting the job done, is deadline driven and accurate.. Results oriented, ethical and hard working. Ability to leave their mark through continuous improvement, growing partnerships and improving both internal and external communication.
13. Small organization focus – this position will not work in a silo and will be required to interact with and support a passionate operational team. As well, understands that in a small organization environment, there are lower level accounting tasks and analysis that must be done alongside the higher level responsibilities

Resumes and applications may be directed to Pat Kennedy, FCPA, FCMA at pkennedy@pacificflying.com.