

Job description: Finance Manager

Brandon Flight Centre is hiring! Operating a growing Flight School, a bustling FBO, and an Aircraft Maintenance shop that is responsible for both external aircraft and flight school aircraft, there is never a dull day! Owned by the Brandon Flying Club, we maintain a friendly atmosphere that remains true to our long history of leaders in the Manitoba Aviation community.

The Brandon Flight Centre team is a small, close-knit group of community-focused aviation professionals who work together to advance general aviation in Westman. We offer an exceptional work culture with our pet-friendly office, casual work environment, regular staff appreciation days, a great work-life balance, health & dental benefits, and professional development opportunities.

Brandon Flight Centre is a highly collaborative workplace, encouraging interdepartmental problem solving and cooperation. The candidate will possess an entrepreneurial, solution focused mindset and will be responsible for working with management and the Board of Directors to develop financial policies & act as a business partner.

Responsibilities include:

- Direct financial planning & strategy.
- Analyze and report financial status to internal & external audiences.
- Develop & implement accounting policies.
- Assess risk & manage internal financial controls.
- Oversee daily financial operations of all departments including both internal & external account reconciliations, monitoring credit card transactions on a weekly basis & overseeing all invoicing for the organization.
- Communicate & collaborate with department heads to develop a budget & manage cash flow.
- Administer Payroll, facilitate all time-off requests & monitor all commissioned employees billable hours.
- Prepare fundraising & grant proposals.
- Oversee audit & income tax reporting.
- Report & remit PST, GST, Carbon Tax & T2202's for student tuition.
- Continuous monitoring of fuel sales & pricing.

Qualifications/Experience:

- Bachelor's degree or diploma in Finance or Accounting.
- 2-5 years relevant experience preferred, other combinations of education & experience may be considered.
- Financial management experience preferred.
- Knowledge of accounting principals & standards.
- Fluent in Microsoft Office Products (specifically Microsoft Excel) & accounting software such as QuickBooks Online.
- Detail-oriented and highly organized.
- Strong analytical skills.
- Interpersonal communication & customer service skills with a high degree of professionalism.
- Experience working in a multi-departmental organization would be considered an asset.
- Experience working in a non-profit environment/reporting to a board of directors would be considered an asset.

Benefits:

- Comprehensive health plan including vision, disability & dental.
- RRSP matching.
- Paid sick & personal days.
- Hybrid work option.
- Work-life balance.
- Casual office dress code.
- Pet-friendly office.
- Staff appreciation events.
- Job Type: Full-time
- Pay: \$55,000.00-\$70,000.00 per year
- Monday to Friday
- Work Location: In person