



AIRBUS

***We're looking for a Supervisor, Accounting & Reporting
Position Location: Fort Erie, Ontario***

The Supervisor, Accounting & Reporting is responsible for the timely and accurate completion of the financial reports, maintenance of the financial records, and other corporate financial reporting. This position is responsible for ensuring all financial reporting is prepared in compliance with AHCA's financial policies and Canada's Accounting Standards for Private Enterprises (APSE). This position oversees Accounts Payable, Accounts Receivable, and General Accounting. The position also oversees payroll with its GL responsibilities.

MAIN RESPONSIBILITIES

Financial Statements, Corporate & Government Reporting

- Monitor and post data to the various ledgers and journals following established accounting procedures
- Prepares accurate & timely monthly and annual financial statements and reports for Management and Airbus head office
- Manages all the day to day accounting activities
- Balance sheet reconciliation
- Development of accounting policies and standards
- Monitors various bank accounts and maintains a schedule of actual cash flow

Supervision

- Supervision of Accounts Receivable, Accounts Payable, and General Accountant, including performance evaluations.
- Provide guidance to payroll
- Administration of Airbus Group directed insurance policies, including requesting of certificates of proof of coverage
- Reviews and recommends modifications to the accounting system and procedures
- Recommends policy changes for internal controls and maintenance.
- Review and develop improvements and efficiencies in procedures and performing of tasks

Maintain the Fixed Asset System

- Ensure the recording of all items in the inventory, maintain pertinent records and ensure adequate treatment of fixed asset acquisitions and retirements

Ensure Compliance with Federal, Provincial, and Airbus Group Standards

- Statistics Canada Reporting
- Files reports necessary to comply with Provincial and Federal regulations for tax purposes
- Monitors changes and compliance with Federal and Provincial sales taxes
- Tax reporting – HST, QST, NR4, Deferred Taxes

A sleek, modern Airbus Helicopters H160 is shown in flight against a backdrop of a mountain range under a soft, hazy sky. The helicopter is white with blue accents and the Airbus logo is visible on its side.

AIRBUS

Audit

- Lead the annual financial audit with external auditors.
- Co-ordinates the annual independent audit including preparing financial statements which are audited.
- Identify and correct errors, compute accruals, and recommend revisions in accounting procedures to ensure conformance to applicable laws and Generally Accepted Accounting Principles.
- Ensuring proper disclosure statements.
- Ensures reporting and compliance of the Establishment Contract

MINIMUM JOB REQUIREMENTS

- Bachelor's Degree in Accounting, Finance or a related financial discipline
- Professional accounting designation of CPA (CA or CGA)
- 4 years of progressive experience preparing financial statements, schedules and account analyses in a computerized environment
- 2 years supervisor experience
- Bilingualism (French-English) an asset
- Knowledge of Accounting Standards for Private Enterprises (APSE)
- Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles
- IFRS knowledge would be an asset
- Basic knowledge of Canadian Corporate Tax
- Excellent communication (verbal and written), planning, and organizing skills
- Strong analytical skills
- Demonstrated excellent decision making and problem-solving skills with an awareness of risk sensitivity
- Must be a self-starter and be able to work without direct supervision
- Must be available to occasionally work flexible hours
- Strong interpersonal skills; ability to foster effective working relationships internally across the organization
- Ability to function well in a high performance, deadline and goal oriented culture
- Ability to work independently and within a team
- Strong, demonstrated knowledge of Microsoft Excel, Outlook, with experience in Word and PowerPoint
- Knowledge of ERP Systems – SAP preferred

To apply for this position, please send an up-to-date resume and cover letter to AHCA-HR@airbus.com

We would like to thank all applicants, however, only those selected for an interview will be contacted.

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