



AIR TINDI LTD.

126 Bristol Avenue | Yellowknife, NT | X1A 3T2

Yellowknife Direct
Toll Free

1-867-669-8200
1-888-545-6794

FINANCE COORDINATOR

OUR COMPANY

Air Tindi Ltd. prides itself on safety, customer satisfaction and professionalism. Together with our *dedicated* partnerships, passionate employees and a diversified fleet of aircraft built for the North, we remain at the forefront of on demand and scheduled services in Northern Canada.

While based in Yellowknife NT, Air Tindi has been providing services for over 35 years, across Canada and in many different capacities, including essential schedule services to Northern communities, commercial industries (mining), tourism, government, and community support services.

Fleet: de Havilland Canada Dash-7, de Havilland Canada Twin Otter, Beech King Air 250, de Havilland Canada Turbo Otter, Cessna Caravan.

OVERVIEW

Reports to Chief Financial Officer (CFO)

The Finance Coordinator will be responsible for:

Daily/Routine Activities

- Invoicing customers
- Generating miscellaneous invoices for members across the organization
- Entering and reviewing accounts payable invoices
- Cash and cheque deposits
- Assist with the processing of credit applications and new customer set-up

Cyclical reporting (weekly, monthly, quarterly and yearly) and analysis

- Flight hours report
- AIF remittance
- Expense center report and inventory issues report
- Deferred revenue
- Ad-hoc analytical support for CFO

Management of accounting system

- Entering and maintaining receivable/payable records
- Preparing bank entries and journal entries
- Daily, weekly and monthly reconciliation of accounts and subsidiaries

REQUIREMENTS:

- College Diploma or Undergraduate Degree in Business or Accounting
- Previous accounting experience in a similar role
- MS Office, with a high level of understanding/experience in Excel
- Experience in Netsuite will be considered an asset
- Strong mathematical ability
- High attention to detail



COMPENSATION:

- Competitive Wages
- Group RRSP Matching
- Work life balance
- Interline Travel
- Health and Dental Benefits
- EFAP Employee, Family Assistance Program
- Work parties
- Stocked Kitchen

PERKS OF LIVING IN YELLOWKNIFE:

- Small Community Feel
- More than 15km's of trails, 4 off leash dog parks
- Deep Heritage
- 700 recreation & leisure programs year round
- Amazing views, and long summer days
- Higher than average incomes
- Short commutes
- Over a dozen lakes
- Two words: Northern Lights
- A little something for everyone

At Air Tindi we work together to provide an inclusive environment. We are committed to employment equity and encourage qualified candidates from all backgrounds to apply.

Please send your resume to HR@airtindi.com

We want to thank all applicants for their interest, only those selected will be contacted for an interview.