



Become our Intermediate Finance Officer

Who we are

The Loomex Group is a North American group of companies that provides a wide range of services out of four main divisions: aviation and aerospace, infrastructure and asset management, education and compliance, and emergency management.

Reporting to the director of finance, the intermediate finance officer plans, executes and controls accounting, budgetary and financial management practices, systems and procedures required for the efficient operation and conduct of programs and activities, and provides direction and advice on the financial control and monitoring. Don't miss this chance to join our fast-growing team!

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What you'll do

- Day-to-day processing of various accounting and operational transactions to ensure the company's finances and supporting documentation are effectively and accurately maintained and kept up-to-date
- Develop tools and processes to optimize business profits
- Advise the director of finance on risk, investments and forecasts
- Lead in the financial analysis for business development bids and proposal submissions
- Manage contracts, lead negotiations and maintain relationships with vendors



Position location:

The Loomex Group Head Office
(located at Peterborough Airport)

All the benefits you're looking for in your career.



Health & wellness programs



Collaborative & inclusive culture



Learning & development opportunities



Attractive compensation



Career guidance

- Issue invoices in accordance with contracts and in collaboration with managers for milestones and time and material jobs completed
- Record deposits and follow up on overdue receivables in a timely and courteous manner
- Maintain project job cost accounting, distribute reports, and provide cost analyses to managers
- Month-end closing and reporting, including journal entries, account reconciliations, accruals, financial analysis, and budget variance reporting
- Prepare and maintain revenue and cash flow forecasts
- Perform ad-hoc data analyses, variance analyses, and reporting
- Prepare statutory reporting, remittances, and reconciliations for Ontario, Quebec, and U.S. jurisdictions per semi-monthly, monthly, quarterly, and annual schedules
- Assist the director of finance with annual budget preparation and forecasting, ERP system implementation, process improvement initiatives, and other special projects as required
- Develop financial models through benchmarking and process analysis
- Prepare cost projects
- Coordinate with the director of finance and the executive team on long-term financial planning
- Explore investment options and present risks and opportunities
- Other duties as assigned

Working conditions

- Full-time, permanent position
- Reports to the director of finance
- Approximately 40 hours per week
- Work hours are primarily Monday to Friday, 8:00 a.m. – 4:30 p.m.
- Benefits include an annual health spending account



Interested in adding your talents to our team?



Please email your resume and cover letter to acallery@loomex.ca



We are accepting applications until December 15th 2022

We thank all those who apply. Please note that only those applicants who get selected for an interview will be contacted.

THE **LOOMEX** GROUP

EXPLORER SOLUTIONS

ACF
ASSOCIATES INC.

The Loomex Group provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, colour, religion, age, sex, national origin, disability status, genetics, sexual orientation, gender identity or expression, or any other characteristic protected by federal, provincial, or local laws.



What you'll bring to the table

- Post-secondary diploma in accounting or a related business field (or an equivalent combination of education and demonstrated work experience)
- 3-5 years minimum of accounting or bookkeeping experience is required
- Proficiency with Microsoft Office, particularly Microsoft Excel
- Candidates with knowledge of accounting software (Sage 50, Sage 300, or ERP) will be considered before other applicants
- At least one year of experience performing supply chain management duties
- Self-starter with a strong work ethic and desire to learn
- Attention to detail and the ability to maintain a high level of accuracy while entering, preparing, and reviewing financial information
- Ability to prioritize workloads based on conflicting priorities, demands, and deadlines
- A highly organized, systematic, and analytical work style
- Excellent customer service and communication skills (verbal, written, and interpersonal)
- Desire to be a team player/collaborator who is comfortable interacting with various levels of the organization
- Ability to handle sensitive and confidential information

Experiences that would be an asset in this role:

- Experience operating in a unionized environment
- Experience coordinating and managing reconciliations
- Experience managing financial data for multiple entities



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