



Competition Notice – Posted October 2, 2018
Closing Date: Monday, October 15, 2018

Position: Financial Assistant
Pay Rate: \$27.99/hour
of Vacancies: One (1)
Duration of Vacancy: 18-Months
Weekly Hours: 30 hours

Basic Requirements:

- > Accounting diploma or equivalent combination of education, experience & training
- > Experience utilizing a computerized accounting system
- > Experience providing accounts receivable and payable services
- > Proficiency in Microsoft Windows

Additional Qualifications:

- Experience with Microsoft Dynamics NAV is an asset.
- Demonstrated ability to follow procedures & generally accepted accounting principles.
- Ability to work independently with minimal supervision.
- Ability to work as part of the team.
- Ability to manage multiple priorities at the same time.
- Ability to perform general administrative functions.
- Detail oriented.
- Excellent verbal and written communication skills in English

Apply to:

*Kathy Felteau - HR Advisor
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