



Employment Opportunity

Chieftain Energy – Finance & Tax Analyst

Competition#: 4N19-045
Wage: Commensurate with experience
Reports to: Manager of Accounting
Hours of Work: Full-Time (35 to 40 hours per week)
Duration: Permanent
Location: Whitehorse, Yukon
Closing Date: Until Filled

Air North, Yukon's Airline has always taken pride in providing the most authentic Yukon hospitality experience to all its customers. In 2016 Air North, Yukon's Airline was named the second most-loved airline in the world. In 2019 was named the best Specialty & Leisure aircraft by Trip Advisor. This is a testament to the dedication and hard work of Air North's employees and the loyalty of their customers. Air North acquired Chieftain Energy in 2017 and this has expanded the range of jobs the Company is proud to offer.

The partners of Chieftain are excited and committed to providing affordable energy to Yukon's future and operating in business that enhances the lives of Yukoners, enriches the lives of its employees and shareholders and above all else delivers a competitive product to its customers. As an Air North employee via Chieftain you will be offered a top-tier benefits package that includes competitive salaries, extended health and dental, Group RRSP plans and extensive travel perks with various carriers hosted through MyID Travel.

As a Finance & Tax Associate, your role will be to learn, perform, and lead all financial inputs on the company for internal accounting and senior management reporting. The successful individual will be entrepreneurial in spirit, very capable of working unsupervised, and continually optimizing accounting procedures to ensure quality control and timely entries of major financial aspects of the company.

The applicant will have:

- A team player attitude
- Effective communication and interpersonal skills
- An inquisitive nature and aptitude for problem-solving
- Willing to work to meet deadlines
- Sustain a high level of drive, enthusiasm, and a positive attitude when coping with work pressures
- A desire for long-term development within the Company
- A safety conscious attitude
- Familiarity with accounting procedures and auditing policies

Key responsibilities include:

- Oversee daily balancing of fuel transactions, purchases, sales, and internal inventory transfers
- Manage customer credit accounts, accounts receivable, and accounts payable
- Manage, report, and file taxes (GST, PST, excise, carbon, motor fuel, IFTA, and other sales and indirect taxes)
- Communicate with clients, vendors, and government representatives, if required.
- Oversee daily, weekly, monthly, and quarterly journal entries, general ledger account reconciliations, and supporting documents
- Train clerical staff to perform tasks, while auditing for correctness and efficiencies
- customer
- Develop financial policies and perform continual improvement strategies
- Liaise with operations to ensure business operating activities reflect financial data
- Maintaining up-to-date and accurate digital and paper files
- Understand, comply, and identify ways of improving internal controls and operating procedures
- Taking advantage of all learning and educational opportunities that the Company provides

flyairnorth.com

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PHONE
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Qualifications/Conditions of Employment:

- Post-secondary degree with 1+ years' experience in tax, accounting, business analysis, or finance related field. An equivalent combination of education and experience will be considered
- Strong technical skills including Microsoft Office applications and accounting systems
- Advanced Microsoft excel skills (VLOOKUPS, pivot tables, index/match, conditional formatting, dynamic worksheets, financial modeling, etc.)
- Enrolment or completion of the CFA, CBV, CPA, or other relevant professional designations considered an asset
- Previous experience in commodities, fuel, or trucking industry an asset
- Previous experience in audit an asset
- Must adhere to all Company procedures and policies
- Must be a Canadian citizen, Permanent Resident or show proof of right to work in Canada

How to Apply:

Quoting competition #4N19-045, please submit your resume and cover letter to the Human Resources Department.

Email: careers@flyairnorth.com

In Person: Air North Office, 150 Condor Road, Whitehorse, Yukon

Air North, Yukon's Airline is committed to employment equity, and has been serving Yukoners for over 40 years. We offer competitive wages, an attractive benefits package including great travel perks, and an enriching work environment for our 500+ employees.

We wish to express our appreciation to all applicants for their interest in this position. Due to the substantial volume of applications we receive, only candidates selected for an interview will be contacted. Applicants must clearly indicate that they meet the minimum qualifications to be considered for a position.

