



1000 – 1130 West Pender Street  
Vancouver, BC V6E 4A4  
Tel: 604-666-6771  
Fax: 604-666-1647  
Email: info@ppa.gc.ca

## **Job Posting: Financial Analyst (Casual)**

### **Major Responsibilities**

- The Financial Analyst (casual) will provide direct support to the Director, Finance and Administration.
- Compile data for ESG program to measure PPA's carbon footprint
- Prepare monthly Travel and Hospitality disclosure report
- Manage company credit cards (process new application, cancellation, and monthly download credit card statements) as well as manage the reward points
- Record monthly air travel actual usage
- Reconcile Prepaid Travel Account
- Manager Fixed Asset Register
- Prepare various journal entries
- Data entries in Sage Accounting software
- Prepare Misc A/R invoices
- Update monthly Fuel cost to be posted on PPA website
- Data collection and analysis
- Annual pilotage cost comparison
- Draft and develop Accounts manuals
- Ad Hoc analysis and special projects as required from time to time
- All other duties as required

### **Qualifications**

- Post-secondary education – Accounting Diploma required
- A minimum of two year post secondary education in business and/or office management
- A minimum of 2 years of experience as an accounting assistant
- Three to five years' experience working in an office environment
- Knowledge of the marine industry preferred

### **Knowledge/Skills/Abilities**

- Basic accounting procedures with emphasis on accuracy
- Strong computer skills with intermediate to advanced proficiency in Microsoft office (Excel, Word, Outlook)
- Outstanding organizational skills with the ability to multi-task in a fast-paced environment while paying attention to detail and accuracy
- Excellent oral and written communication skills



1000 – 1130 West Pender Street  
Vancouver, BC V6E 4A4  
Tel: 604-666-6771  
Fax: 604-666-1647  
Email: [info@ppa.gc.ca](mailto:info@ppa.gc.ca)

- Tactful manner of handling client communication
- Excellent team working skills
- Working knowledge and experience with Sage Accpac considered an asset

### **Applications**

Please email [dlewis@ppa.gc.ca](mailto:dlewis@ppa.gc.ca) with your resume and cover letter before **March 22, 2024**

### **Accommodation**

Pacific Pilotage Authority is committed to removing barriers to employment. If you require accommodations throughout the recruitment and hiring process, please let us know. All information received in relation to accommodation will be kept confidential.

### **Employment Equity**

Pacific Pilotage Authority is committed to building a diverse workforce and inclusive work environment. We are committed to employment equity and encourage applications from women, Indigenous Peoples, persons with disabilities and visible minorities.