



THE FUTURE
OF AIRCREW TRAINING

SKYALYNE

Job Title: Back Office – AP/AR Accountant

Position Reports To: Leader Finance

Job Location: Ottawa

SkyAlyne is a proud partnership between Canadian aviation and defence leaders, CAE and KF Aerospace, formed to provide a truly Canadian solution for Canada's Future Aircrew Training (FAcT) Program, Canada's next-generation military aircrew training program.

SkyAlyne has been named by Canada as the preferred bidder for the FAcT Program, and we are staffing our National Capital Office in anticipation of a Contract Award in 2024. Therefore, we are now hiring in key positions that are needed to execute the 20+ year contract. The program will be managed from the National Capital Region (Ottawa), with three operational locations: Moose Jaw, Saskatchewan; Southport (Portage la Prairie), Manitoba; and Winnipeg, Manitoba.

The scope of the FAcT Program contract includes all training and in-service support requirements needed to prepare Pilots, Air Combat Systems Officers, and Airborne Electronic Sensor Operators to meet the future aerospace requirements of the Royal Canadian Air Force. In collaboration with the Government of Canada and several major Canadian subcontractors, SkyAlyne will provide live-flying, simulator and classroom-based training, facilities construction and management, information management and information technology support, site support services, aircraft maintenance and much more.

SkyAlyne offers competitive compensation and benefits and believes strongly in a safe, diverse, equitable, inclusive, and environmentally friendly workplace.

Job Overview

The Back Office – AP/AR Accountant calculates, prepares, and processes bills, invoices, accounts payable and receivable, budgets, and other financial records.

Duties and Responsibilities

- Calculate, prepare, and issue documents related to accounts, such as bills, invoices, inventory reports, account statements, and other financial statements.
- Code, total, batch, enter, verify, and reconcile transactions, such as accounts payable and receivable, payroll, purchase orders, cheques, invoices, cheque requisitions, and bank statements.
- Compile budget data and documents, based on estimated revenues, estimated expenses, and previous budgets.
- Prepare period or cost statements or reports.
- Calculate costs of materials, overhead, and other expenses, based on estimates, quotations, and price lists.
- Respond to customer inquiries, maintain good customer relations, and solve AP and AR issues.

Qualifications and Experience

- A bachelor's degree in business administration, economics, commerce, or a related field is required; or no degree combined with 10 years of extensive AP/AR accounting experience.
- Minimum of five (5) years of extensive and diverse financial management experience in a large, complex organization.
- Previous experience working with, or for, the Government of Canada would be an asset.
- Excellent oral and written communication skills.
- Strong leadership, communications, interpersonal, decision-making, judgment, and problem-solving skills.
- Strong business acumen.
- Be able to hold a Protected "B" Government of Canada site/information access certification.
- Eligible to work in Canada.
- Strong oral and written English language capabilities.
- Fluency in French would be an asset.

What We Offer

- A competitive compensation model.
- Extended health and dental benefits.
- Short and long-term disability coverage.
- Paid vacation.
- Pension matching plan.
- Employee and family assistance program.
- A performance management program that is linked to monetary salary incentives.

How to Apply

To apply, please email your cover letter, resume/CV, and any other required documents to careers@skyalyne.ca.