



PATC Finance Assistant

Hours: 0.5 FTE
Wages: To scale with benefits
Beginning Date: May 1, 2024
Contact: Please submit your CV to hr@prairie.edu

POSITION MISSION:

This position exists to support the mission of Prairie to “to establish God’s kingdom by equipping and mentoring individuals through biblically integrated education for life and careers that will meet the greatest needs of the world.” The Administrative Assistant provides general administrative and clerical services to assist in advancing the mission, goals, and objectives of PATC and Prairie College.

DUTIES AND RESPONSIBILITIES:

General responsibilities include but are not limited to those noted below. The description may be adjusted as we adapt to the growing needs of PATC. This position works closely with the Finance team on Prairie College campus.

Program/Flight School Finance Administration

- Maintain financial transactions into flight software - Total FBO
- Maintain financial records for year end audit
- Accounts payable
- Accounts receivable
- Prepare monthly financial reports
- Prepare yearly tax information for aviation students

Personal

- Adhere to the Prairie College Community Covenant
- Participate in staff and management meetings as applicable
- Attend required PATC & Prairie College events (chapels, graduation, days-of-prayer, required assemblies)

QUALIFICATIONS:

- Knowledge of and adherence to Prairie’s mission, vision, core values, statement of faith, and Community Covenant
- Understanding of and commitment to the local church
- Secondary School Completion Certificate
- Accounting or bookkeeping experience, preferably ministry or charity related



- Verbal and written English proficiency
- Must have the ability to work in and contribute to a team
- Excellent written and oral communication skills
- Excellent computer skills and competency with Microsoft Office (especially Excel and Word)
- Highly organized
- Attention to detail
- Some knowledge of aviation preferred, but not essential
- Ability and skill to relate well to college-age students as well as community members

ACCOUNTABILITY:

- Reports to the Managing Director of Prairie Aviation Training Centre

In accordance with the standards of the government, preference will be given to qualified applicants who hold Canadian citizenship or are a permanent resident of Canada.

Prairie's goal is to close the search process as soon as a qualified applicant is found. However, applications will be received until the position has been filled by a qualified person.

Director of Prairie Aviation Training Centre (2024-03-26)