

Vanguard Air Care Inc	
Position Description	
<b>Position Title:</b>	Accounting Assistant
<b>Reports to:</b>	Chief Flight Medic and/or designate
<b>Revision Date:</b>	2013-01-28
Position Qualifications	
<b>Education</b>	<ul style="list-style-type: none"> <li>• Minimum high school diploma</li> <li>• Post-secondary education (accounting, bookkeeping, or administration) preferred</li> </ul>
<b>Experience/Skills</b>	<ul style="list-style-type: none"> <li>• Bookkeeping/accounting experience with <ul style="list-style-type: none"> <li>○ accounts payable</li> <li>○ accounts receivable</li> <li>○ data entry</li> <li>○ spreadsheets</li> <li>○ payroll</li> <li>○ month end journal entries</li> <li>○ reconciliations</li> <li>○ group insurance</li> <li>○ filing invoices</li> <li>○ issues record of employment (ROE)</li> </ul> </li> <li>• Knowledge of basic accounting principles and practices</li> <li>• Microsoft Office with intermediate skills in Excel</li> <li>• Experience with accounting software</li> <li>• Detail-oriented with speed and accuracy in data entry</li> <li>• Proficient math skills</li> <li>• Dedication &amp; discretion</li> <li>• Strong verbal and written communication skills</li> <li>• Strong organizational skills and initiative</li> <li>• Positive attitude</li> <li>• Customer service orientated</li> <li>• Punctuality and dedication</li> <li>• Ability to work independently within a team environment</li> </ul>

<b>Service Overview</b>	<p>Established in 2017, Vanguard Air Care Inc has become a trusted provider in the delivery of transport medicine. Our dedication to excellence is seen in everything we do from the aircraft we fly to the quality of our valued staff.</p> <p>We provide 24-hour air ambulance service from our locations in Norway House, Thompson, Island Lake and Winnipeg, Manitoba. Our skilled staff care for patients with the ease and compassion of those truly dedicated to their mission. As well, our flight crews are supported around the clock by our Flight Dispatch Center whose focus on customer care ensures smooth, safe and efficient patient transfers.</p>
<b>Position Responsibilities</b>	
<b>Main Function:</b>	<b>Responsible for a variety of bookkeeping functions including day-to-day invoice processing, reconciliations, journal entries, and payroll input.</b>
<b>Primary Responsibilities:</b>	
<b>Deliverable 1:</b>	<b>Data Entry and Accounting</b>
<b>Responsibilities:</b> <ul style="list-style-type: none"> <li>• Input vendor invoices</li> <li>• Prepare Invoices on a monthly basis according to period end timelines</li> <li>• Collate invoice support data for all flights and transactions</li> <li>• Numerous detailed spreadsheets</li> </ul>	
<b>Deliverable 2:</b>	<b>Administration</b>
<b>Responsibilities:</b> <ul style="list-style-type: none"> <li>• Obtain missing warrants and confirmation numbers</li> <li>• Coordinate and communicate weekly medevac crew switches</li> <li>• Prepare pilot per diems for authorization by Operations</li> <li>• Prepare monthly and ad hoc reports on business activity</li> </ul>	
<b>Deliverable 3:</b>	<b>Payroll &amp; Benefits Administration</b>
<b>Responsibilities:</b> <ul style="list-style-type: none"> <li>• Semi-monthly payroll data entry and spreadsheet maintenance</li> <li>• Prepare payroll for all Vanguard Staff</li> <li>• Prepare statutory holiday hours for use in processing payroll</li> <li>• Assist in the administration of group benefits</li> <li>• Assist in processing new employees and terminations</li> <li>• Compile new employee packages</li> </ul>	
<b>Deliverable 4:</b>	<b>Record Keeping</b>
<b>Responsibilities:</b>	

<ul style="list-style-type: none"> <li>• Maintain electronic and paper files</li> <li>• Compiling data for self-assessed A/P charges</li> </ul>	
<b>Deliverable 5:</b>	<b>Assist Supervision of Duty Officers and Dispatch Coverage</b>
<ul style="list-style-type: none"> <li>• Sources coverage for ill Duty Officers</li> <li>• Schedule Duty Officers</li> <li>• Provide medevac quotes as needed (if Duty Officer is not available)</li> <li>• Provide coverage for Duty Officer, as needed during breaks and /or vacation periods.</li> </ul>	
<b>Deliverable 6:</b>	<b>Assist Chief Flight Medic</b>
<b>Responsibilities:</b> <ul style="list-style-type: none"> <li>• Provide back-up details and quantitative data to Chief Flight Medic to provide accurate metrics for the company</li> <li>• Provide support to the Chief Flight Medic, as required</li> </ul>	
<b>Deliverable 7:</b>	<b>Assist Controller</b>
<b>Responsibilities:</b> <ul style="list-style-type: none"> <li>• Visa, bank and account reconciliations</li> <li>• Report on status of A/R and A/P monthly</li> <li>• A/R collection calls</li> </ul>	
<b>Other duties as assigned</b>	
Resume and cover letter can be submitted to Ross Bale; <a href="mailto:vanguardair@flyfastair.com">vanguardair@flyfastair.com</a> Further information can be obtained by calling 204 833 2242 <b>Posting closes April 24<sup>th</sup>, 2018</b>	