

FINANCIAL PLANNING ANALYST

Fort McMurray, Alberta
(Relocation Assistance Available)

ABOUT FORT MCMURRAY AIRPORT AUTHORITY (FMAA)

The Fort McMurray International Airport (YMM) is owned and operated by the Fort McMurray Airport Authority. YMM connects the world to Fort McMurray Wood Buffalo. The airport is a major economic driver for the region, with an economic impact of over \$290 million, supporting 40+ businesses and 500 jobs on the airport campus.

In 1999, the Regional Municipality of Wood Buffalo (RMWB) created the Regional Airport Commission to take ownership of the airport from the federal government. The Fort McMurray Airport was later incorporated as an Airport Authority in December 2009. The first Airport Authority Board was formed in January 2010, to become the Fort McMurray Airport Authority (FMAA). The newly formed organization acquired the airport from the RMWB.

Today, the FMAA is an independent not-for-profit non-share capital corporation which owns and operates the Fort McMurray International Airport. FMAA provides critical transportation services, creating local jobs, procuring local goods and services and offering commercial land leasing opportunities. All surplus revenue generated from commercial activities is reinvested back into airport operations and infrastructure to ensure compliance with safety, security and environmental regulations.

ABOUT THE ROLE

Reporting to the CFO, the Financial Planning Analyst role is a newly created position, responsible for supporting financial planning, budgeting, forecasting, analysis, and reporting. This role offers interesting work in a time that is very dynamic within the Aviation sector. This position provides critical insight into financial performance, supports operational and capital decision-making, ensures compliance with policies and accounting standards, and examines a variety of key business indicators to contribute to the overall financial sustainability of the airport.

The ideal candidate for this role will have a natural curiosity related to results and trends and be excited to interact with all operational areas of the business including Finance, Operations, Commercial Services, HR, and Infrastructure. You will be adept at working independently and enjoy being part of a team that works hard together but also have fun together, participating in team potluck lunches and FMAA community activities like golf tournaments, trade shows and Chamber events. In time, this role may also lead to professional growth and formal supervisor responsibilities. FMAA requires this position to be fully on-site with the opportunity for hybrid work once relationships are built, role competency is solidified and results are proven.

KEY RESPONSIBILITIES

- Preparing monthly, quarterly, and annual financial reports, dashboards, and variance analyses.
- Supporting the development and monitoring of annual operating and capital budgets.
- Conducting forecasting, trend analysis, and long-term financial modeling for operational and infrastructure planning.

- Performing cost-benefit analysis, ROI calculations, and financial evaluations for projects, and capital investments.
- Monitoring revenue streams, operating expenditures, and capital projects to ensure financial accuracy and accountability.
- Analyzing financial risks, recommending mitigation strategies, and supporting the development of financial policies and procedures.
- Assisting with year-end audit preparation and coordination with external auditors.
- Ensuring financial data integrity by maintaining accurate records in financial systems, spreadsheets, and reporting tools.
- Collaborating with airport departments including Operations, Commercial Services, HR, and Infrastructure, to gather data, validate assumptions, and provide financial guidance.
- Supporting procurement processes with financial review, cost analysis, and contract compliance verification.
- Contributing to internal controls, process improvements, and financial reporting enhancements to increase efficiency and transparency.
- Performing other duties as required.

SKILLS AND QUALIFICATIONS

- Bachelor's degree in accounting, Finance, Business Administration, or a related field.
- CPA designation (Chartered Professional Accountant) is preferred
- 3+ years of experience in financial analysis, budgeting, forecasting, or accounting (public sector or airport environment considered an asset).
- Proficiency with financial software, ERP systems, and advanced Excel skills required.
- Knowledge of ASNPO, financial controls, budgeting principles, compliance and audit processes.
- Experience with data analysis tools, dashboard software, or business intelligence platforms is an asset.
- Strong written and verbal communication skills, with the ability to present financial information.
- Ability to maintain accuracy while working with large amounts of data and tight timelines.
- Ability to obtain and maintain an Airport Restricted Area Identification Card (RAIC).

WHY JOIN FMAA?

- Join a dynamic organization at a rapid time of transformation in the aviation sector.
- Help contribute to key operational business decisions and impact long term sustainability.
- Work with a variety of departmental areas and have direct involvement with the community.
- Gain strong mentorship from an accomplished CFO in an organization with average tenure of 6 years.
- Receive competitive compensation, benefits, and a Health Spending Account.
- Access ongoing training, professional development, and opportunities to grow.

We encourage interested candidates to apply through MNP's official recruitment process. For more information about this opportunity or to submit your resume in confidence, please contact Gwen Frizzell at gwen.frizzell@mnp.ca with **FMAA** in the subject line. All inquiries and applications will be handled with the highest level of confidentiality. We appreciate the interest of all candidates; however, only those selected to move forward in the recruitment process will be contacted.

To support a fair and confidential recruitment process, candidates are asked to direct all inquiries through MNP and not contact Fort McMurray Airport Authority or its employees directly.