

TBI US Operations, Inc.

Job Description

Assistant Financial Controller

Reporting to: Financial Controller

Location: Orlando Sanford International Airport
Sanford, FL

General Responsibilities:

Reporting to the Financial Controller, the Assistant Financial Controller (AFC) is responsible for collecting, summarizing and interpreting financial data for the use of executive management. AFC assists with interim and year-end closing procedures for all U.S. based assets. The AFC coordinates the monthly compilation and consolidation of period results, annual budgets and quarterly forecasts. Responsible for communicating with other US based finance teams to ensure that deadlines for US based consolidations are met. Designs and implements procedures as needed.

Major Responsibilities and Functions:

- Coordinates financial reporting procedures and records in accordance with IFRS and GAAP, as required.
- Prepares and reviews monthly reporting packages for TBI US Holding, Inc. and its subsidiaries.
- Performs and/or oversees the consolidation process within accounting software.
- Writes and reviews variances on monthly reporting package.
- Compiles data and prepares BOD reports, as needed.
- Understands concession contracts and reviews per pax analysis for inclusion in BOD materials.
- Reconciles the Group Management Charge for TBI US Holding, Inc. and its subsidiaries.
- Reviews the computations of the annual management fee for Consumer Price Index adjustments for other company locations.
- Compiles audited financial statements for submission to independent auditors.
- Ensures all third-party reporting is completed and submitted in accordance with various agreements.
- Reconciles the trust for the defined pension plan and prepares annual accounting entry in accordance with IAS19.
- Reviews/approves requests for new general ledger accounts.
- Reviews General Ledger account reconciliations to ensure accuracy and completeness.
- Ensures all regulatory compliance for US entities.
- Interfaces with internal and external auditors and responds to audit reports. Implements and complies with auditor recommendations.
- Assisting, as needed, with preparing/reviewing required tax returns (i.e. income tax, sales tax, personal property tax, etc.).
- Coordinates the preparation of all Annual Reports for TBI US Holding, Inc. and its subsidiaries.

- Assists with budgeting, forecasting, interim and year end reporting packages.
- Other duties as assigned.

Health and Safety Responsibilities:

- Take all reasonable and necessary precautions to ensure personal health and safety, as well as that of co-workers and any other person(s).
- Report immediately to management all unsafe and unhealthy conditions.
- Report immediately to management all occurrences that cause injury or damage to any person or property.
- Comply with TBI's Environmental Safety and Health program and procedures.

Qualifications:

- Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Bachelor's degree with course work in accounting and a minimum of four (4) years of accounting experience with CPA.
- Must have experience with public accounting.
- Excellent written and oral communication skills; ability to prepare correspondence, reports and presentations independently.
- Exceptional organizational skills, outstanding attention to detail and the experience to get up to speed quickly.
- The ability to think well on his/her feet and to solve problems with ease and enjoyment.
- Ability to manage multiple tasks/assignments simultaneously.
- Ability to proactively assess the needs of others.
- Must exercise accuracy, discretion, good judgment, attention to detail, courtesy, tact and patience.
- Must have strong analytical skills.
- Strong interpersonal skills; ability to establish and maintain good working relationships with other TBI employees, airline employees, vendors and subcontractors.
- Strong computer skills, knowledge and proficiency in, Microsoft Excel, Word and Outlook.
- Knowledge of accounting software, SAGE, a plus.
- Must be able to work independently with minimal direction and supervision.

Working Conditions:

Physical Effort:

While performing the duties of the position, the employee is regularly required to sit, stand and walk for extended periods of time throughout the course of daily activities. The employee is occasionally required to climb, lift, balance, stoop, kneel, or crouch. The employee is required to work on a computer.

Mental Effort:

Position involves encounters with members at every level of the organization and requires a sense of responsibility to provide a high level of service and accurate information. The position involves stress associated with responding to/solving problems. The position requires the exercise of discretion and independent judgment, as well as a creative approach to formulating

responses and making recommendations regarding changes in company policy and/or procedures, as required. Operations are dynamic and situations may require immediate attention. This position has high exposure to the public and requires a professional approach and demeanour under all conditions. It also requires a genuine willingness to assist persons with a wide range of requests and needs, including individuals with disabilities.

Normal Working Hours:

The normal working hours for this position will be Monday through Friday from 8:00am to 5:00pm.