



APIJET Finance Manager and Chief of Staff

The Finance Manager & Chief of Staff role at APIJET reports to the CEO and is central to the company's financial, business, strategic, and executive activities. This leader is responsible for all financial reporting, financial support to functional business areas, strategy planning, and Board level reporting of the business and finance activities of the company. In this role, they will engage with the company's leadership team, Board and Private Equity backers.

Indigo Partners, a long-time investor in commercial aviation, is a majority partner in APIJET. Led by Bill Franke, Indigo operates Frontier Airlines in the US, Wizz Air in Europe, Volaris in Mexico, and JetSmart in Chile. Indigo is well respected for its innovative approach to the ULCC market.

APIJET is a technology company providing innovative, real-time analytics across front-line operations at airlines. The company marries on-aircraft analytics and applications (IoT) with ground-based SaaS analytics and applications. By fusing these together and running analytics across the system in real time, we help airlines increase efficiency and cost avoidance.

Duties & Responsibilities

Company Financials

- Develop the internal and external financial team members & processes to build a finance operation.
- Prepares the annual, quarterly, monthly, and weekly financial and operational reports.
- Performs financial analyses on budgets, forecasting, cash flows, operating results, and business plans.
- Oversees monthly and quarterly close activity for all revenue & AR related account reconciliations.
- Drives the annual budgeting process across the organization and with the Board.
- Oversees implementation of financial controls & audits interacting with Board Audit committee and company accountants.

Company Business Operations

- Drives financial accountability within the organization through education, tools, and process that will allow management to understand the impacts of their decisions.
- Drives financial based decision making across the organization while supporting the development, operations, and sales teams.
- Provides modeling and analysis of pricing, critical vendor contracts and customer contracts.
- Ensure client billing protocols and invoice formats are correctly implemented.

Strategy

- Leads the annual strategy development process.
- Models business plans and variations working with Product and Sales to compare various strategies.
- Models financial plans of products and services with development team to arrive at feature/benefit selection.
- Performs technical analysis to determine present and future financial performance.

Executive Communications

- Prepares bi-weekly and monthly business summaries and material for quarterly Board meetings including pre-read and Board books.
- Drives Board material reviews with management and Board.
- Presents company financials and business metrics at quarterly Board meetings.
- Drives business requirements with Audit committee and accountants.

Job Requirements

- BA/BS in Finance or Accounting, or equivalent experience; MBA/CPA preferred
- 5 -7 years of finance and accounting experience required
- Proven ability to interpret and apply accounting guidance
- Proven strong project management, analytical, and process skills
- Ability to solve problems, prioritize, and multi-task in a fast-paced deadline-driven environment
- Exceptional attention to detail
- High level of proficiency with Excel, including pivot tables

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