

Accounting Manager

POSITION SUMMARY

Reporting to the CFO, this position is responsible for a wide range of accounting and financial processes for Innovation Asset Collective (IAC). The Accounting Manager will provide meaningful, timely and accurate financial reporting while ensuring excellent stewardship of the organization's assets.

The ideal candidate is an experienced Accounting Manager with excellent attention to details and the ability to build relationships across the organization.

This position requires full-time attention (40 hours per week) and it is a 12-month term position with the option to renew.

Key Responsibilities:

- Manage, monitor and backup all accounting functions including payroll, accounts payable and receivable, including HST.
- Mentor, guide and supervise IAC's Office Manager position.
- Produce accurate internal and external reporting for decision making to all levels of the organization and various external stakeholders. Assist with various financial reports for presentation to Board of Directors and funding partners. Respond to ad-hoc financial requests.
- Cash management, including monitoring of IAC's cash flow (Canadian and US account).
- Maintain overall integrity of the general ledger
- Ensure all financial records and statements are in line with laws, regulations, and generally accepted accounting principles (GAAP)
- Prepare complete and accurate government filings eg. HST, EHT, CPP, EI.
- Assist with budgeting, preparation of audit working papers and reporting to external funders.

Knowledge and Skills Required:

- University degree, with CPA designation and 3 to 5 years of post-qualification experience.
- Demonstrated experience in financial management, experience working with not-for-profits.
- Experience with Microsoft 365 suite of products and cloud-based accounting and payroll software.
- Exemplary leadership and project management skills.
- Analytical and organizational skills with high attention to detail.
- Excellent written and verbal communication skills.
- The ability to prioritize, multi-task and manage multiple projects simultaneously.
- Understanding of not for profit, academic or government work environment an asset.

About IAC

Innovative Asset Collective (IAC) is a not-for-profit organization designed to assist Canadian small and medium-sized enterprises (SMEs) in the data-driven clean technology sector to better leverage IP in order to grow and scale. Specifically, IAC assembles promising portfolios of patents, which are licensed to members to boost their patent portfolio and secure freedom to operate; IAC also educates, advises and helps members to develop their IP strategy. By securing freedom to operate, it allows members to spend more on R&D and less on licensing. This allows SMEs to be more competitive, acquire more customers, attract more funding, and scale quickly, which retains profits and skills in Canada.

IAC is looking to find key talent to join and grow with our team. We are a team of highly motivated individuals, who enjoy working in a fast-paced environment, largely in virtual teams. We are passionate about making a difference.