

## Accounting Manager – 6-month contract

*This opportunity requires full time attention as a member of a virtual team, working from home within Canada. This is a contract opportunity with the potential to renew.*

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

The successful candidate is experienced in financial accounting and management, with excellent attention to details and the ability to build relationships across the organization.

### Key Responsibilities:

**Financial Reporting:** Prepare and oversee the preparation of timely, accurate, and comprehensive financial statements, ensuring compliance with generally accepted accounting principles (GAAP). Present financial results to senior management.

**General Ledger Management:** Supervise the month-end and year-end close processes, ensuring all financial data is recorded and reconciled correctly.

**Payroll Processing:** Oversee and ensure the timely and accurate processing of payroll on a bi-monthly basis for all employees.

**Cash Management:** Oversee daily cash management functions, including monitoring and forecasting cash flows. Work closely with treasury and banking partners to manage cash concentration, transfers, and short-term financing activities. Ensure proper reconciliation of bank accounts and cash balances in compliance with company policies.

**Compliance:** Ensure compliance with relevant accounting regulations, tax laws, and funding requirements. Manage tax filings, including sales tax, payroll taxes, and other regulatory reporting. Keep up to date with new or changing standards and provide clear actionable insights to senior management.

**Financial Analysis:** Conduct financial analysis to identify trends, variances, and areas for improvement. Provide actionable insights to senior management.

**Budgeting & Forecasting:** Assist in the preparation and presentation of budgets, forecasts, and long-term financial planning.

**Audit Support:** Act as a primary point of contact during internal and external audits. Prepare necessary documentation and support auditors during the audit process.

**Internal Controls:** Implement and maintain internal controls to safeguard financial data and ensure the accuracy of financial reports.

**System Improvements:** Identify opportunities for process improvements in accounting systems, workflows, and reporting. Lead initiatives to enhance accounting operations and efficiency.

**Team Leadership:** Lead, mentor, and develop the Office Manager. Provide ongoing training and support.

**Cross-Department Collaboration:** Assist with communication of finance policies. Collaborate with other departments to support business objectives and strategies.

**Communication with External Parties:** Assist members and external vendors with questions and concerns. Communicate finance policies as needed. Assist with paperwork for services as required.

### Knowledge and Skills Required:

- University degree, with CPA designation and 5 to 10 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.

*IAC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*

#### About IAC

The Innovation Asset Collective (IAC) is a not-for-profit, membership-based organization funded by the Government of Canada. IAC empowers SMEs to grow systematically with resources that increase their freedom to operate (FTO) and create capacity to implement IP strategies. This allows Canadian business to scale and gain commercial success in global markets.

Established in 2019, IAC focuses on empowering members to align their IP strategy to commercial goals. Members can access a comprehensive suite of resources including a growing patent portfolio, market intelligence reports, IP insurance, education, toolkits, and funding.

With over 200 members, IAC is dedicated to enhancing Canadian SMEs' global market access by mitigating IP-related risks and fostering strategic IP ownership positions, with the support of a team of world-renowned IP experts.

Apply by sending your CV to: [hr@ipcollective.ca](mailto:hr@ipcollective.ca)