

Finance and HR Coordinator

This opportunity requires full time attention as a member of a virtual team, working from home, with the ability to travel to meetings in-person at least twice a year.

About the Role

Innovation Asset Collective (IAC) is seeking a Finance and HR Coordinator to provide hands-on support across finance, operations, HR administration, including internal systems. This role is critical to the day-to-day functioning of IAC and works collaboratively across all of our teams and some external contacts to ensure processes are executed accurately, efficiently, and on time.

The role requires a high degree of organization, discretion, and accountability, with responsibility spanning transactional finance, member-facing administration, with human resources and payroll support.

Key Responsibilities

Finance administration

- Manage accounts payable and receivable processes, including collecting approvals, maintaining documentation, entering transactions, drafting and issuing invoices, and following up on overdue accounts in coordination with Finance leadership.
- Process employee expenses and reimbursements in accordance with internal policies and respond to vendor inquiries related to payment status and documentation.
- Perform daily and periodic banking and recordkeeping activities, including reviewing credit card transactions, obtaining receipts, recording payments, monitoring account activity, and maintaining accurate financial records in SharePoint and finance systems.
- Assist with audit requests, physical mail for IAC and other duties as required.

HR, Payroll and Administrative Support

- Prepare and administer payroll, including collecting backup documentation, entering payroll data, maintaining payroll-related records, and supporting review and approvals.
- Support core HR administration, including onboarding and offboarding, benefits coordination, PTO/vacation tracking, and maintaining employee records and compliance documentation.
- Administer internal tools and system access (e.g., Asana, Adobe, collaboration tools), coordinate with external IT service providers as needed, and support device tracking, access management, and basic troubleshooting.

Membership support

- Administer member credits, including verifying eligibility, proof of payment, vendor accuracy, available balances, and duplicate submissions, and maintaining complete supporting documentation.
- Maintain and update credit and grant tracking tools, ensuring data integrity across finance systems and files.
- Coordinate and process IP insurance reimbursements and grant-related payments following approvals, ensuring compliance with program terms, documentation requirements, and supporting audit and quarterly reporting requests.
- Provide administration support to IAC's grants program, including conducting finance eligibility checks on incoming applications, preparing approved grant invoices and required backup documentation, and coordination with internal stakeholders.

Skills and Competencies

- Strong organizational skills with the ability to manage multiple workflows simultaneously.
- High attention to detail and accuracy in financial and administrative tasks.
- Sound judgment and discretion when handling confidential financial and employee information.
- Ability to work independently in a remote environment while collaborating across teams.
- Clear written and verbal communication skills.
- Comfort working with finance systems, spreadsheets, and workflow tools (e.g., accounting software, CRMs, project management platforms).

Education and Experience

- Post-secondary education in finance, accounting, business administration, or a related field.
- 3+ years of experience in a finance operations, accounting support, or administrative role.
- Experience supporting grants, reimbursements, or government-funded programs is an asset.
- Experience working in a remote or distributed organization is 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 more than 300 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 cover letter and resume to IAC's Human Resources: hr@ipcollective.ca