Accounting Manager – 12-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). including bank and credit card reconciliations and maintaining accrual and prepaid schedules. Present financial results to senior management.

A/R and A/P Management: Manage the daily review and approval of A/R and A/P invoices in Xero, ensuring accuracy and up-to-date accounting records, and manage weekly vendor payments through Plooto and wire transfers.

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.

© 2025 Innovation Asset Collective. All rights reserved.

Compliance: Ensure compliance with relevant accounting regulations, tax laws, and funding requirements including accurate and timely preparation of quarterly and semi-annual funding claims. 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 **Finance and HR Coordinator**. 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.

© 2025 Innovation Asset Collective. All rights reserved.

- 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.

Apply by sending your CV to: hr@ipcollective.ca

© 2025 Innovation Asset Collective. All rights reserved.