



Accountant

JOB DESCRIPTION – Accountant

The Accelerator Centre requires a qualified, energetic and organized person to fill an exciting position in a fast paced and dynamic entrepreneurial workspace. The ideal candidate must have a critical financial eye, be a master of multi-tasking, enjoys owning their role and loves Excel!

Reporting to the Director, Finance, the Accountant will be responsible for performing all daily accounting functions, payroll, HR & benefits administration, forecasting, budget and Board report preparation. The duties described below are for Waterloo Accelerator Centre and Waterloo Accelerator Program Inc.

KEY RESPONSIBILITIES

- Perform all daily accounting functions, including, but not limited to, payables/receivables, invoicing, employee expenses, intercompany and bank reconciliations, as well as CRA remittances. Manage the corporate card system.
- Work closely with the Director, Finance to compile monthly, quarterly and annual financial reporting and variance analyses (for both internal & external sources).
- Support the annual audit, including compilation of working papers, liaising with auditors, and preparation of financial statements and audit committee presentation.
- Assist in the preparation of annual budget that is aligned to objectives in the Annual Plan.
- Set-up all accounts as necessary for special projects and Government funded programs. Prepare all monthly, quarterly and/or annual financial reporting.
- Support the financial portion of applications for government grants.
- Support government program audits.
- Work with the Community Manager (AC metrics), Program Manager & Client Experience team (client metrics) to coordinate metric collection (monthly, annually, quarterly) and preparation of related Government reporting & requests.
- Bi-weekly input of staff payroll ensuring any changes are compliant with legislation and internal policies
- Administer the employee benefit program. Support & set-up new team members (employee files, TribeHR, Ceridian, Manulife, HR Downloads, etc).
- Maintain finance and HR related process documentation.
- Be the Chief Everything Officer (CEO), find opportunity in every task and support the entire Accelerator Centre/Waterloo Accelerator Program Inc. teams as necessary (“other duties as assigned”).

DESIRED SKILLS & EXPERIENCE

- You have a post-secondary education in accounting and/or financial management, are a designated accounting professional (or working towards) and have 3+ years related workplace experience.
- Previous payroll experience is considered an asset
- You are proficient in Microsoft Office, QuickBooks Premier and are eager to learn new things. You have the capacity to work full-time.
- Previous experience with Federal/Provincial/Municipal Government programming is a definite asset.
- You take initiative and can manage multiple tasks and multiple directions. You demonstrate strong written and verbal communication skills.
- You can function with ease in a team environment and are ready/willing/able to help in all areas of the business.