

*Role Profile, December 2021*

## **Accounting Specialist**

### ***Stem Cell Network***

The Stem Cell Network (SCN) is a national not-for-profit organization that supports three main objectives: stem cell and regenerative medicine research; training the next generation of highly qualified personnel; and supporting the knowledge mobilization and transfer of stem cell and regenerative medicine research. From the lab to the clinic, our goal is to power science that will benefit Canadians. SCN was created in 2001. With support from the Government of Canada, the Network has grown from a few dozen labs to more than 196 world-class research groups, supporting 200+ research projects and 24 clinical trials. Since its inception, 21 biotech companies have been catalyzed and more than 4,000 highly qualified personnel have been trained. In 2021, the Government of Canada demonstrated its continuing trust and support in SCN with an investment of \$45 million for the 2022–25 period. To learn more visit [stemcellnetwork.ca](https://stemcellnetwork.ca)

### **Purpose:**

The Accounting Specialist is a trusted professional who reports to the Vice President, Corporate Services, to manage the financial analysis and reporting activities for the Stem Cell Network. Under the guidance of the Vice President, Corporate Services, the Accounting Specialist will contribute to the oversight of all financial aspects and requirements ensuring compliance with SCN's Contribution Agreement with the Government of Canada.

The Accounting Specialist will analyze information, maintain complete and accurate records and handle financial related inquiries or concerns from internal and external stakeholders. This role is also responsible for providing regular variance analysis on budget-to-actual results to the Vice President, Corporate Services. The incumbent works with the VP to ensure that all SCN's accounting and financial practices are codified, reviewed and updated on an annual basis and will serve as backup for the VP regarding all financial inquiries in their absence.

### **Key Responsibilities & Accountabilities:**

- Maintain accurate and complete records, including ledgers, journals, invoices and receipts
- Assist in the preparation of daily, monthly, and annual activities, including generating financial reports, developing budgets, preparing taxes, and resolving discrepancies and/or irregularities
- Assist with the completion of annual audits
- Maintain annual planning, reporting and tracking matrices
- Manage and maintain the research project payment schedule, ensuring the timely release of research payments

- Assist with the management of funding agreements with the Institutions as well as the project specific paperwork
- Assist with the review of research application budgets and partner funding to ensure accuracy
- Assist the VP, Corporate Services in preparing financial reports to the President and BOD
- Ensure that all SCN accounts with service providers are kept up to date (including with credit card payment information), and provide financial status on budget allocations on a quarterly basis
- Maintain the TMM finances and ensure payments from sponsors are received and processed
- Manage the flow of incoming funds appropriately between SCN's accounts
- Collaborate with team members to provide necessary financial reports for the Vice President, Corporate Services
- Assist senior management with departmental budgets, and provide quarterly tracking/projection reports
- Handle the corporate payroll function and assist with the preparation of tax documents for staff
- Handle general ledger bookkeeping where necessary
- Build and maintain solid relationships with both internal and external stakeholders
- Serve as primary backup for benefit/leave plan administration duties, including tracking vacation/sick pay, updating benefit/pension changes as needed
- Research new methods to 'level up' corporate financial practices that will allow for efficiencies and more nimble processes
- On occasion, performing other duties as assigned

**Education and Experience Requirements:**

- Bachelor's degree in accounting, finance, or related field is required
- At least five years experience performing accounting related duties
- Understanding of Accounting Standards for Not-For-Profit Organizations (ASNFPPO) and Generally Accepted Accounting Principles (GAAP)
- Familiarity with Quickbooks and Office 365, with intermediate level skills in Microsoft Excel
- Proven organizational skills and the ability to maintain precise records
- Exceptional time management, communication, and problem-solving skills
- Outstanding math and research skills
- Strong writing skills and the ability to develop budget justification text
- Ability to maintain confidentiality
- Experience working in a matrix organization
- Work effectively in a remote team environment maintaining collaboration with other staff
- Previous experience working in a not-for-profit environment an asset
- Bilingualism is an asset

**Application Details**

Applicants are asked to submit their CV along with a Covering Letter which underscores how their experience aligns with the requirements for this position. Please submit your application via email to [info@stemcellnetwork.ca](mailto:info@stemcellnetwork.ca) with the subject line Accounting Specialist. All applicants must be Canadian residents and eligible to work in Canada.

**Application Deadline**

Friday, January 21, 2022, by 5 p.m. ET.