Do you have a demonstrated record of operational excellence, passion for youth and STEAM and exceptional communication and organizational skills? Come work with us.

As Canada’s leading STEAM and Entrepreneurship based program for high school students, Shad Canada is currently looking to add a 22.5 Hour Bookkeeping Coordinator to our growing team. Based in Waterloo, you will support the Finance portfolio and will have direct responsibility for the general ledger, accounts payable and accounts receivable functions.

**Application Deadline:** January 21, 2022

**About Us**
Shad is a STEAM and entrepreneurship program for students in grades 10 and 11. During the immersive month-long program, students live on campus and participate in a real-world design challenge that prepares them to take on social and economic challenges. Shad’s program is transformational and life-changing and many participants go on to innovate and start their own businesses. Shad is a registered charity and has been running since 1980 and has more than 20,000 alumni.

**About You**
The ideal candidate is a self-starter who takes ownership of their work and is well-rounded in all things bookkeeping.

**Things you love:**
- Numbers
- Being super organized and paying attention to the details
- Being resourceful when you don’t have the answers at your fingertips
- Working independently and with a certain amount of ambiguity
- Problem solving to assist in developing accounting best practices

**Things you bring:**
- 3+ years of bookkeeping experience or equivalent
- Basic accounting and data-entry knowledge
- An appreciation of the importance of data entry
- Producing work with a high level of accuracy
- Superior organization skills
- Proficiency with Microsoft excel
- Experience with Sage software

**About the Role**
The Bookkeeping Coordinator will assist the VP, Finance & Resources with all things financial which includes maintaining the general ledger and processing accounts payable and accounts receivable activity.
Shad is on a trajectory to expand our 1000-person program and we need an organized individual to help process transactions and create best practices as we grow the number of campuses and programs that we offer our students.

With your attention to detail, you will work efficiently to record revenues, expenses and reconcile credit card statements on a monthly basis.

For most of the year, this role will be 22.5 hours per week during regular business hours. The position is flexible as to whether it is 9am-2pm every day or 9am-5pm 3 days a week. During program dates, specifically July, some flexibility may be needed to meet payment deadlines.

Shad Canada values the diverse and intersecting identities of its participants and team members. We believe that equity and diversity is an integral part of the Shad community and are committed to accessibility for all. We look for applicants who embrace our values of equity, anti-racism and inclusion. As such, we encourage applications from candidates who have been historically disadvantaged and marginalized, including applicants who identify as First Nations, Métis and/or Inuit/Inuk, Black, racialized, a person with a disability, women and/or 2SLGBTQ+. All qualified candidates are encouraged to apply.

Interested applicants apply to hiring@shad.ca by January 21, 2022. Please include a cover letter along with your CV explaining why this half-time position is of interest to you.

We thank all applicants but only those selected for an interview will be contacted.