Come work with us! We’re looking for a Finance Manager who has a demonstrated record of operational excellence, a passion for youth and STEAM, and exceptional accounting, communication and organizational skills.

Shad is Canada’s leading STEAM and Entrepreneurship-based program for high school students in grades 10 and 11. During the immersive month-long program, students live on campus at universities across Canada or live at home and join virtually to 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.

Based in Waterloo, this full-time position will support the Finance portfolio and will have direct responsibility for the general ledger, accounts payable and accounts receivable functions. Your skills in data analysis will contribute to the budgeting and forecast exercise and your ability to communicate will influence financial reporting.

About the Role

The Finance Manager will assist the VP, Finance & Resources with all things financial including maintaining the general ledger and managing accounts payable and accounts receivable activity. This hands-on activity provides invaluable data to our team. Shad is on a trajectory to expand our 1200-person program and we need an organized individual to help maintain financial reporting 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 with the campus teams to record revenues, expenses and reconcile credit card statement activity on a monthly basis. Supporting the VP, Finance & Resources, data analysis, budget creation and forecast reporting will form part of regular Board of Directors reporting.

For most of the year, this role will be 37.5 hours per week during regular business hours. During program dates, specifically July, some flexibility may be needed to meet payment deadlines.
About You
Our ideal candidate is a self-starter who takes ownership of their work and is well-rounded in all things accounting and process development.

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 while also being a productive member of a team of people from various areas of the organization
- Problem solving to assist in developing accounting best practices

Things you bring:
- Accounting designation/degree/diploma with 5+ years accounting experience or equivalent.
- Accounting and data-entry knowledge
- An appreciation of the importance of data entry and how it improves reporting systems
- Producing work with a high level of accuracy
- Superior organization skills
- Positive communicator with the confidence to communicate ideas and feedback in a respectable manner
- Proficiency with Microsoft suite of products, especially Excel
- Experience with Sage, ExpensePoint and Salesforce software an asset

Shad Canada offers a comprehensive compensation package.

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 October 27, 2023. Please include a cover letter along with your CV explaining why this position is of interest to you.

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