

**Job Title:** Finance Manager

**Location:** Waterloo ON – in office with work from home option days

**Reports to:** VP, Finance & Resources

**Organization:** Shad Canada

**Employment Type:** Full-time, Permanent

### About Shad Canada

Shad Canada is a national non-profit organization that empowers exceptional high school students from across Canada to reach their full potential and become the change-makers of tomorrow. Through immersive, transformative STEAM (Science, Technology, Engineering, Arts, and Math) and entrepreneurship programming, Shad equips students with the tools to make meaningful impacts in their communities and beyond.

### Position Summary

Shad Canada is seeking a detail-oriented and forward-thinking Finance Manager to join our collaborative team. Reporting to the VP, Finance & Resources, the Finance Manager will play a key role in ensuring sound financial practices, accurate reporting, and operational efficiency as the organization continues to grow. The ideal candidate will bring experience in financial management, process improvement, and a passion for supporting youth-focused programming.

### Key Responsibilities

#### Financial Management & Accounting

- Oversee day-to-day accounting operations including accounts payable; expense reporting; program contractor payments; receipt of government funding, donations and participant fees; bank and credit card reconciliations; and general ledger entries
- Support the preparation of monthly, quarterly, and annual financial reports and variance analyses
- Contribute to the preparation and monitoring of operating and program budgets, including campus-specific budgets
- Provide support to campus Program teams as necessary
- Assist in preparing financial statements and supporting documentation for the annual audit
- Support and lead elements of the audit process, working closely with auditors and internal teams to ensure timely and accurate delivery
- Aid in preparation of reporting for Board of Directors and Audit and Governance Committees

#### Payroll & Compensation

- Manage bi-weekly payroll preparation in compliance with employment standards and CRA regulations
- Ensure accurate administration of employee benefits, vacation accruals, and other payroll-related items
- Oversee and coordinate the preparation and filing of year-end tax documents (T4s, etc.)

#### Process Improvement & Digitization

- Contribute to the redesign and automation of financial processes and workflows to increase efficiency and scalability
- Assist in evaluation of financial technologies and other platforms to support information integration and process improvements
- Maintain and enhance the organization's financial systems and internal controls



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**Program & Campus Support**

- Oversee annual campus team member onboarding process including contract management, certifications and background checks
- Monitor campus-level expenditures and provide guidance to ensure compliance with financial guidelines and budget parameters
- Manage the review and processing of campus team expense submissions

**Qualifications and Skills**

- Post-secondary degree or diploma in Accounting, Finance, Business Administration, or a related field
- CPA designation or in-progress is considered a strong asset
- Minimum 3–5 years of progressive experience in finance or accounting
- Strong understanding of accounting principles and financial reporting
- Proficiency with accounting software (e.g., QuickBooks, Sage) and Microsoft Excel; experience with payroll systems and expense platforms is an asset
- Demonstrated experience with process improvement and systems automation
- Excellent organizational, analytical, and problem-solving skills
- Collaborative management approach
- Effective communication skills and the ability to work with cross-functional teams
- High level of integrity and attention to detail

**Why Work with Shad Canada?**

- Join a passionate and mission-driven team committed to creating equitable access to transformative education
- Work in a flexible and supportive environment that values innovation and personal growth
- Be part of a national movement empowering the next generation of change-makers

Shad Canada offers a comprehensive compensation package including health and retirement benefits.

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 [cynthia@shad.ca](mailto:cynthia@shad.ca) by **July 20, 2025** with **'Finance Manager applicant'** as the email subject. 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.

