Accounting Specialist

Location: Waterloo – in office with some work-from-home flexibility (remote is not an option)
Reports to: Finance Manager
Organization: Shad Canada
Type: Full-time, Permanent
Salary: $60,000-$70,000

Come work with us! We're looking for an **Accounting Specialist** who has a demonstrated record of operational excellence, and awesome accounting, communication and organizational skills.

About Us:

Shad Canada is a national non-profit that empowers exceptional high school students to unlock their full potential through immersive STEAM and entrepreneurship programming. We have over four decades of success delivering life-changing and transformational programs to over 27,000 alumni with our 25 post-secondary campus partners and counting. Our programs are known for finding remarkable students, with varying life experiences, who are engaged and passionate about making a difference in their communities and beyond.

About the Role:

Based in Waterloo, this **full-time position** will support the Finance portfolio and will have direct responsibility for the accounts payable and accounts receivable functions. Assisting the Finance Manager, you will be responsible for **bookkeeping duties**, certain **account analysis and reconciliations** and **overseeing** the work of our summer co-op student(s).

With your attention to detail, you will:

- Collate and reconcile credit card spending using an online automated expense management system (currently ExpensePoint), and NextLogic, a commercial corporate credit card platform
- Organize and record campus team fee invoices into the general ledger and execute payments
- Liaise with campus Program Directors/Managers/Finance Coordinators at 24+ university Shad campuses across Canada
- Collect, interpret, organize and combine accounting data from different sources
- Prepare annual MOU invoices for participating institutions and manage collection
- Assist in developing and supporting Finance training modules for campus team members with financial responsibility
- Update Salesforce as required
- Complete other tasks as assigned which could be related to other areas of the Shad team including National Programs and University Relations

Working in our Waterloo office, this role is 37.5 hours per week during regular business hours. During program dates, specifically July, some flexibility may be needed to meet payment and other reporting deadlines which may have a direct impact on vacation schedules. Remote work is not an option although some flexibility is possible from time to time.

About You:

Our ideal candidate is a self-starter who takes ownership of their work and has a solid understanding of accounting fundamentals. Understanding the importance of data entry and improving processes to support the department and user experience will be key to success.

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
- **Continuous Improvement** and striving to identify efficiencies to facilitate growth

Things you bring:

- Accounting designation/degree/diploma with 5+ years bookkeeping experience or accounting work 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 respectful manner and follow up with team members in locations across Canada
- Proficiency with Microsoft suite of products, especially Excel
- Experience with Sage, ExpensePoint and Salesforce an asset

Why Join Shad Canada:

- Be part of a mission-driven team shaping Canada's next generation of leaders
- Competitive compensation and benefits package including health and retirement benefits
- Collaborative, innovative, and values-based work environment

Shad Canada values the diverse and intersecting identities of its participant 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 should apply to **hiring@shad.ca** by November 15, 2026. Please include a cover letter along with your CV explaining why this position is of interest to you.

We thank all applicants for their interest in the position, but only those selected for an interview will be contacted.