



Next Generation Manufacturing Canada  
Fabrication Nouvelle Génération Canada

## Accountant

**About NGen:** [www.ngen.ca](http://www.ngen.ca)

Next Generation Manufacturing Canada (“NGen”) is a not-for-profit organization that matches manufacturing companies with new technologies to drive advanced manufacturing in Canada. We’re the engine of the Canadian government’s ambitious investment in the Advanced Manufacturing Supercluster, matching federal funds and private investments to industry-led projects.

We promote technology adoption, skills improvements and greater collaboration between technology and manufacturing to help Canadian companies of all sizes navigate the global shift to advanced manufacturing. We use data to link companies, researchers and investors so they can work together to invent new products or processes.

### **About the Supercluster Program**

A supercluster is an innovation hotbed that is home to strong industrial clusters, linked through their shared reliance on specialized inputs, including technologies, talent and infrastructure. Superclusters offer strong and numerous linkages across sectors, and between private companies, public entities, post-secondary institutions, and research and government partners. Superclusters create a strong brand and competitive advantage that translates into global recognition and impact, the ability to attract talent and investment across highly innovative industries, and exceptional performance, including an outsize impact on job creation and GDP.

NGen is a proud member of a national network of five Canadian, industry-led innovation superclusters. By 2023, the federal government has committed to investing up to \$950 million in its five superclusters to drive major economic, social and industrial benefits for the country.

### **About the Position**

The Accountant will report directly into the Director of Finance to help manage the accounting operations of NGen. Tasks cover full cycle accounting activities, maintenance of financial records, payment processing, preparation of internal/external reports in addition to supporting the project claims process for government funding. This role will actively engage with staff at all levels and functions at the start-up not-for-profit to ensure smooth operations, solid internal controls and achievement of company objectives.

This full-time position is based in Toronto with occasional travel to Hamilton.

**Responsibilities:**

- Prepare, maintain and document financial transactions in the financial system
- Ensure that all month-end, quarter-end and year-end closing entries are recorded and supported, including accruals, depreciation and deferred entries
- Reconcile accounts by collecting and analyzing account information and resolving discrepancies
- Prepare financial statements including Statements of Operations, Net Assets and Cash Flows
- Review, verify and process company expenses and employee reimbursements
- Initiate EFT payments by verifying documentation and preparing disbursements
- Prepare and submit quarterly funding reconciliation reports to the federal government
- Support the project claims process by recording and substantiating costs, auditing documentation against funding rules, and initiating the transfer of funds
- Maintain financial integrity and security by adhering to the system of internal controls
- Contribute to the year-end audit by collating information and preparing supporting schedules
- Answer accounting procedure questions by collecting information, and researching and interpreting accounting policy and regulations
- Develop ad-hoc financial reports by collecting, analyzing, and summarizing account information and trends
- Ensure confidence and protect operations by keeping financial information confidential
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional societies
- Contribute to a team effort

**Qualifications:**

- 2-3 years of related experience in an accounting role
- University degree, preferably in business, finance or accounting
- An accounting designation or working towards one

**Requirements:**

- High level of proficiency with Microsoft Excel, Word, SharePoint and Outlook
- Experience with Microsoft Dynamics 365 Business Central is a definite asset
- Knowledge of not-for-profit accounting rules and experience with government funding programs
- Strong accuracy, attention to detail, and analytical skills
- Ability to effectively communicate both verbally and in writing
- Strong organizational and time management skills
- Proven team player with ability to work in a fast paced, deliverables-based environment
- Self-motivated, and works independently with minimal supervision
- Energetic, innovative and not afraid to take initiative
- Solid decision-making skills and the ability to exercise professional judgment
- Experience in a start-up environment is an asset

Please send your cover letter and CV to: [recruiting@ngen.ca](mailto:recruiting@ngen.ca)