



FINANCIAL COORDINATOR

SALARY RANGE: \$65,000-97,890 PER YEAR
JOB TYPE: FULL TIME, MONDAY-FRIDAY

Overview:

McMaster Innovation Park (MIP) is Canada's premier research and innovation park supporting startups, businesses, and research and offering collaborative space to transform ideas from vision to commercial reality. Our mission is to help companies grow. MIP acts as a bridge between academia and industry. Supporting researchers with commercial aspirations and enabling students to develop their ideas in our incubator and accelerator programs, while also connecting industry with the technical prowess of McMaster University and other academic institutions. MIP is an integral part of Hamilton's innovation ecosystem where anyone can find a multiplicity of resources to help begin their journey.

General Description:

Responsible for providing analytical support which includes developing/preparing financial reporting and cash flow analysis and the bank reconciliation process across all major bank accounts maintained by MIP, including but not limited to, controlling for irregularities in banking transactions, and investigating and resolving reconciliation discrepancies while updating accounts with accurate information. Act as a resource to internal and external stakeholders.

Representative Duties & Responsibilities:

- Responsible for completing bank reconciliations by assessing and interpreting transaction correspondence from multiple accounts.
- Analysis and preparation of financial reporting and cash flow analysis
- Accountable to advice and feedback to improve the internal controls, and processes and identify areas to minimize risk surrounding banking transactions.
- Coordinate and schedule data/cash flow and financial information required for the preparation and development of detailed financial statements.
- Analyze, and reconcile detailed financial reports and purchasing records.
- Analyze financial information and purchasing records to aid in the development and implementation of key performance indicators.
- Monitor and investigate error and exception reports and provide recommendations for resolution.
- Analyze business processes to ensure efficiency and proper controls for accurate financial reporting and the safeguarding of assets. Recommend changes to improve processes.

- Plan and coordinate timetables and reporting processes for year-end review with various departments.
- Act as a resource to staff, departments, and external agencies, and respond to inquiries, questions and concerns about financial issues.
- Assist with internal and external audits by preparing audit files and responding to auditor inquiries.
- Monitor and reconcile statements and participate in the reconciliation of accounts.
- Prepare and generate a variety of scheduled and ad hoc reports.
- Update, maintain, and verify information in a variety of spreadsheets and databases.
- Apply standard mathematical skills such as calculations, formulas, and equations to perform a variety of calculations.
- Preparation of financial analysis, cash flows, proformas, and other financial and business reports as required to evaluate project value, profitability and returns.
- Compare actual results with budget and forecast to analyze and identify areas of strengths and weaknesses.
- Manage and coordinate the monthly and quarterly closing process, working with the Controller and ensuring all steps and actions are taken on time.
- Work with the leasing team to generate monthly rent rolls, estimates, and net effective rent calculations, using the capital costs required by key tenants.
- Assist the team in streamlining processes such as the accurate generation of the rent roll from the financial system, in real-time, and other reports as necessary.
- Assist in the market and economic research for key economic indicators and keep abreast of any new life sciences developments and trends.
- Assist with an update of accounting and financial reports from Sage as required and generating ongoing reports for the organization's committees & Board.
- Assist with any due diligence, including review of key agreements such as development and management agreements, partnership agreements, loans, leases.
- Other duties as required.

Additional Skills

- Passion for financial analysis, with a focus on either CPA, MBA or master's level focus in finance and accounting is preferred.
- Excellent technical learning, analytical and problem-solving skills.
- Excellent administrative and organizational skills with the ability to set priorities, adjust and respond professionally to changing priorities and ad-hoc issues.
- The ability to solve problems, especially in an ever-changing and fast-paced environment.
- Strong communication skills, both written and verbal.
- You are a quick learner and have a high level of computer proficiency, such as Excel, and financial systems like Sage, and Yardi.

Qualifications:

Bachelor's degree in Finance or Accounting, CPA level focus in finance and accounting preferred
Requires 4 years of relevant experience.

How to Apply:

Interested in being part of an incredible organization? We look forward to hearing from you! Please submit your cover letter and resume by May 10, 2024, to hr@mcmasterinnovationpark.ca

Employment Equity Statement

The diversity of our workforce is at the core of our innovation and creativity and strengthens our research and teaching excellence. In keeping with its Statement on Building an Inclusive Community with a Shared Purpose, McMaster Innovation Park strives to embody the values of respect, collaboration and diversity and has a strong commitment to employment equity.

McMaster Innovation Park seeks qualified candidates who share our commitment to equity and inclusion, who will contribute to the diversification of ideas and perspectives, and especially welcomes applications from indigenous (First Nations, Métis or Inuit) peoples, members of racialized communities, persons with disabilities, women, and persons who identify as 2SLGBTQ+.

Job applicants requiring accommodation to participate in the hiring process should contact: Suzanne Prashad directly at: sprashad@mcmasterinnovationpark.ca to communicate accommodation needs.