



## **Ontario Genomics**

### **Position: General Accountant - Part-time (2 days/wk)**

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#### **About Ontario Genomics:**

Ontario Genomics is a not-for-profit organization funded by the Ontario government and the federal research funding agency Genome Canada. We are the only entity in Ontario focused solely on enabling genomics innovation.

Ontario Genomics fulfills its strategic mandate by engaging a roster of highly-trained experts to evaluate, grow, fund and partner genomics innovation across seven key sectors—agriculture, bioproducts, energy, forestry, health, mining & water. We source & engage with high-potential applied genomics research aimed at enhancing industrial priorities; We secure federal, provincial and private investment funds; and We accelerate innovation, providing guidance, support, and hands-on mentorship to grow ideas and partnerships into strong, scalable and successful companies.

To achieve this, we engage and work closely with four key stakeholders:

- Researchers and scientists to help them develop competitive proposals, access funding, and strike industry partnerships to foster collaboration and develop commercially-oriented projects;
- Companies to provide essential support services to boost productivity such as connections with academic experts, design and planning of collaborative proof-of-concept projects, and access to funding / financing to de-risk technology development and adoption;
- Genomics start-ups to help secure financing and connections, facilitate follow-on investments and take the next best steps towards business growth;
- Government and other decision makers to catalyze the development of genomics-enabling policies, practices and funding opportunities.

Our vision:

- More funding for genomics research in Ontario.
- Established companies improving their bottom line with the use of genomics technologies.
- Genomics-focused start-ups maturing to create jobs and wealth.
- Genomics contributing to the establishment of effective and cost-conscious public services such as healthcare.

## **Position Overview:**

### **Job Summary**

Ontario Genomics (OG) is looking for a part-time (2days/wk) General Accountant, who will be a key contributor to our Finance team. This role will report directly to the Director of Finance and will be responsible for areas of general accounting in operations and research projects.

### **Key Responsibilities**

- Perform monthly bank reconciliations, including the recording and posting of bank transactions
- Balance sheet reconciliations
- Payroll- creating and posting all transactions
- HST filing
- EHT- monthly and year end filing
- Assist in preparing reports for year end audit
- Assist with the Budget planning process
- Assist with the preparation of quarterly financial statements and board report.
- Prepare and maintain research project reports (excel template) for funded institutions to report quarterly to OG
- Record and reconcile research project revenues and expenses
- Reconcile research revenue recognized, advances and deferred revenue
- Assist in the financial reporting to Genome Canada
- Assist with requesting funds from Genome Canada for active research projects
- Reconciling incoming reports from funded institutions to the accounting records of OG
- Assisting with other tasks as needed

### **Desired Skills and Qualifications**

- Degree in Business, Accounting or Finance or working towards an accounting designation
- 5+ years of general accounting experience; preferably in the non-profit sector
- Working knowledge of research project advances and deferred revenue
- Advanced knowledge in Microsoft Office (Excel, Word, PowerPoint)
- Excellent organizational and time management skills with an ability to excel in a fast-paced environment
- Excellent communication (written and verbal) and interpersonal skills with an ability to work well with others
- Strong attention to detail
- Experience with QuickBooks is an asset

### **To Apply:**

Deadline for applications is January 26, 2018

Please apply via email to [Careers@OntarioGenomics.ca](mailto:Careers@OntarioGenomics.ca)

Please include in your application a cover letter with your salary expectations and a resume.

**We appreciate all the applications but only candidates selected for an interview will be contacted.**