

**INNOVATE EDMONTON**  
ACCOUNTANT

Job Type: Full time Permanent

Innovation is at the heart of what we do and shapes what we pursue for our people, partners, and companies. At **Innovate Edmonton**, we welcome challenges and the pursuit of the new. We value experimentation, trial and error, and big leaps of faith to achieve Edmonton's audacious goals.

As a start-up agency with a broad innovation mandate, we will proudly project Edmonton onto the world stage as an innovation capital, and provide programs, community engagement and support to propel Edmonton and Alberta forward, positioning our city and local companies to advantage. Join our growing team as we celebrate and promote leading Edmonton innovations that address today's great global challenges.

**Innovate Edmonton** is the public face of Edmonton's urban innovation ecosystem as we engage with communities, leaders, founders and funders to seek out problems, solutions, participation, and talent!

Your Opportunity:

- Reporting to the Director, Finance & Administration, the Accountant is responsible for maintaining controls and procedures that ensure company assets are properly recorded and protected and will perform full-cycle Accounts Payable and Accounts Receivable transactions, overseeing the day-to-day financial reporting. The successful candidate is a newly graduated CPA who thrives in an innovative start-up environment.

Your Key Accountabilities:

- Performs daily accounting duties, including monitoring cash balances, posting journal entries, reconciling accounts, and preparing financial reports.
- Monitors administrative budgets and analyzes variances between forecasted and actual spending.
- Assists with month-end closing duties and prepares month-end, quarterly, and yearly reconciliations.
- Responsible for monitoring cash flow compliance with bank requirements.
- Complies with internal controls, accounting policies, and other financial policies.
- Considers the need for new or changed controls and assists in implementing adequate internal controls throughout organization.
- Performs additional analysis and reporting, as requested, to support our programs and team.

