

## **Assistant Accounting Manager Job Description**

### **About the Role:**

We are seeking a conscientious and detail-oriented **Assistant Accounting Manager** who can balance the day-to-day financial operations while keeping a strategic outlook. The successful candidate will enjoy collaborating in teams while also being comfortable handling tasks independently. You thrive in a **start-up/emerging technology** company environment, identifying areas of improvement and contributing to the scaling of processes and automation tools.

### **Position Overview:**

The **Assistant Accounting Manager** will oversee the **day-to-day financial operations**, ensure accuracy in reporting, and drive cost efficiencies. This role is ideal for an experienced, detail-oriented professional who thrives in a hands-on environment and is eager to make a significant impact in a **high-growth technology startup**.

### **Key Responsibilities:**

#### **Full-Cycle Accounting & Financial Reporting**

- Oversee full-cycle accounting, including accounts payable, accounts receivable, and reconciliations
- Manage monthly, quarterly, and annual financial close processes.
- Prepare financial reports with analysis to support the leadership team's decision-making.
- Collaborate with external auditors to facilitate audits and regulatory compliance.

#### **Financial Analysis & Budgeting**

- Assist in budget preparation, forecasting, and variance analysis.
- Monitor cash flow, revenue recognition, and expense management.
- Analyze financial data to identify trends, cost-saving opportunities, and process improvements.

#### **Tax & Compliance**

- Oversee sales tax (GST/HST/PST) filings, corporate tax preparation, and regulatory compliance.
- Ensure adherence to SR&ED (Scientific Research and Experimental Development) tax credits where applicable.
- Support grant reporting and financial documentation for government incentives.

## Process Improvement & Automation

- Implement accounting software enhancements and automation tools to improve efficiency.
- Develop financial controls and internal process improvements to support business growth.
- Support the scaling up of accounting processes in a high-growth startup environment.

## Team Collaboration & Leadership

- Work closely with the Director of Finance and operations teams to align financial strategies with business objectives.
- Contribute to financial policy development and best practices for the organization.

## Qualifications:

- Bachelor's degree or diploma in Accounting, Finance, or a related field; CPA designation (or active pursuit) preferred.
- Minimum 3 years of accounting experience; experience in public practice or start-ups within the tech, cleantech, or manufacturing industries is an asset.
- Strong knowledge of Canada ASPE and project accounting is preferred.
- Proficiency in QuickBooks Online (mandatory), including multi-currency functions.
- Experience managing audits, compliance, and financial reporting.
- In-depth knowledge of month-end closing processes, payroll concepts, and Canadian ASPE.
- Exceptional attention to detail, organizational skills, and a proactive, problem-solving mindset.
- Excellent communication and collaboration skills.
- Ability to thrive in a fast-paced startup environment and support scalability initiatives.

## What We Offer:

- Competitive salary: \$85,000–\$100,000 annually, dependent on experience.
- Comprehensive group benefit (health, dental etc.).
- RRSP matching program.
- Opportunities for professional growth and mentorship.
- Flexible hybrid work model – primarily on-site at UBC office, with remote work options available after an initial period.

If you are a **detail-oriented and strategic accounting professional** eager to contribute to a high-growth company, we encourage you to apply via email [syu@axinewater.com](mailto:syu@axinewater.com)!