



OPPORTUNITY: Accountant

ROLE LOCATION: London, ON (hybrid or remote may be considered)

ABOUT SERNOVA

Based in London, Ontario (Canada), we are a well-funded and TSX / OTCQB stock exchange listed clinical stage biotechnology company poised to make a global impact in the field of cell therapeutics with our innovative science and disruptive technologies. Our mission is to improve the quality of life for millions of people worldwide suffering from chronic disease.

Our novel cell therapy platform solution has the potential to provide a “functional cure” for multiple chronic diseases vs. the entrenched practice of symptom management focused healthcare. Diabetes is our lead program, other active programs include hemophilia and thyroid disease.

THE OPPORTUNITY

The Accountant has the responsibility for the accuracy, timeliness and completeness of all accounting records. The Accountant is part of the Finance Team, reporting to the Financial Controller, who will work closely with Sernova’s operational teams to ensure adequate internal controls exist to manage business risks and act as a service provider to the organization. This person must thrive in a fast-paced team environment, be nimble to work on multiple activities simultaneously, and be motivated by the opportunity to contribute to Sernova’s continued growth.

PRIMARY RESPONSIBILITIES

- Creates and maintains complete records of all financial transactions in accordance with IFRS and in time to meet internal timelines (i.e. management reviews, month end close schedule, board meetings, etc.) and external timelines (i.e. quarterly financial results, tax, government regulations, etc).
- Responsible for the financial reporting close process, including:
 - Preparation of monthly account reconciliations
 - Update of quarterly accruals and commitments
 - Preparation and recording of journal entries
 - Performance analysis of quarterly results
 - Assisting in preparation of interim and annual financial statements and MD&A
- Respond to external auditor requests for information
- Accounts payable backup including approval requests and submission of payments
- Accounts receivable including invoice preparation and tracking of cash receipts
- Purchase Order creation and tracking
- Payroll, payroll tax (EHT, WSIB, etc.) and HST compliance including regular reconciliation of accounts and filings with government agencies.
- Preparation of annual budget and cash forecasts
- Assistance with preparation of tax provisions and tax returns
- Compile and summarize employee timesheets

- Support maintenance of controls documentation, controls assessment and compliance under applicable frameworks
- Tracking of all agreements for commitments and quarterly accruals
- Treasury management and tracking of investments and banking funds
- Identify and implement process improvements to accounting processes and procedures to increase efficiency and effectiveness
- Ad hoc analysis, reporting and projects; other duties as required

EDUCATION / EXPERIENCE REQUIREMENTS

- Post-secondary degree in Accounting or Business
- Holding or working towards a recognized professional accreditation (i.e. CPA)
- 2-5 years of experience in a similar role with responsibility for G/L and payroll
- Experience with accounting software including G/L, A/P, A/R
- Experience with QuickBooks Online is preferred
- Strong Excel and MS Office skills required
- Pharmaceutical, biotech or health-care industry experience considered an asset
- Experience working with a Public Company considered an asset

SOFT SKILLS / SUCCESS FACTORS

- Ability to see the “big picture” in a complex and dynamic environment
- Adaptive and proactive in a changing, fast-paced team environment
- Thrives working on multiple projects and initiatives and strong sense of urgency
- Advanced technical, analytical and problem-solving skills
- Excellent written and verbal communication skills
- Excellent organizational skills with impeccable attention to detail
- Ability to work independently and within a team environment
- Ability to work under pressure, within time / resource constraints to accomplish objectives
- Self-motivated and ability to manage multiple competing tasks, projects and deadlines
- Strong attention to detail; resourceful with ‘make it happen’ mindset
- Forward-thinking and continuous process improvement orientation
- Proficient at collaborating with senior management, cross-functional teams and external partners
- Respectful, tactful, and collaborative
- Open minded; appreciates learning and self-development

COMPENSATION

- Salary and other compensation elements commensurate with experience and abilities
- Eligible for the Company’s incentive Stock Option Plan and bonus programs
- Comprehensive benefits package

INTERESTED IN THIS OPPORTUNITY and MAKING AN IMPACT? NEXT STEPS

If your skills, abilities, and experience align with the above and you want to make an impact, tell us how in a cover letter and submit along with a resume to Leanne Mendonsa (leanne.mendonsa@elby.ca)

Please note, only those candidates moving to the next stage of our recruitment process will be contacted and follow-up emails are discouraged. We wish you the best in your opportunity search and career endeavours.