

**JOB TITLE:** Senior Accounting Manager

**DEPARTMENT:** Finance

**REPORTS TO:** VP Finance

**JOB STATUS:** Full Time

**LOCATION:** Charlottetown

### **About iWave:**

iWave develops software platforms that help education, healthcare, and nonprofit organizations fundraise with confidence. We serve thousands of clients worldwide, from Stanford University, to Doctors Without Borders, to your local United Way. When there is a fundraising goal to be met, our clients turn to iWave to determine who to ask, how much to ask for, and when to ask. Thanks to our innovative products, dedicated team, and commitment to clients, iWave is entering a period of unprecedented growth.

To help support this growth, we are looking for an exceptional Senior Accounting Manager to add to our team. This is a new growth position for our team with many opportunities ahead in the coming years.

### **Position Summary:**

As a member of our finance team, the Senior Accounting Manager is responsible for the day-to-day accounting and finance functions in the business. The Senior Accounting Manager will also work closely with the VP Finance to support operational excellence in iWave's Salesforce environment. This is a unique role requiring the successful candidate to exercise both depth and breadth of accounting and bookkeeping skills, the ability to analyze sales and marketing information, understand data and data integrity, and excel at reporting from multiple systems of record.

You will enjoy a competitive salary and benefits package, executive mentorship, and a collaborative work environment with a focus on excellence, passion, and fun. We love working with each other and we love what we do. We are looking for someone that shares the same passion!

### **Position Responsibilities:**

- Daily activities including but not limited to AP, AR, client contract processing, financial analysis and ad-hoc reporting
- Oversee order provisioning/quality control of client software purchases and reconcile across multiple systems
- Coordinate and oversee the final reporting of the monthly close process
- Support preparation of annual and quarterly reporting and coordinate with departments as needed



Fundraise with Confidence

---

- Support the IFRS audit through preparation of planning, interim and final schedules for external auditors
- Support the VP Finance in data integrity projects, working with multiple departments to understand reporting requirements and create such required reports
- Manage risk and enhance the accuracy of the companies reporting procedures
- Lead and participate in projects on an as-needed basis (commission software, integrated dashboard reporting, AP automation, etc)
- Other related duties as required

### **Skills & Qualifications**

- CPA designation or strong demonstrated work experience will be considered
- 5+ years experience in an accounting role with increasing responsibility
- Strong working knowledge of accounting principles and practices and regulatory reporting procedures
- High proficiency with Microsoft Excel
- Demonstrated ability to reconcile and analyze financial and non-financial data
- Exceptional written and verbal communication skills including presentation skills
- Understanding of IFRS preferred
- Self-motivated and hardworking
- Excellent time management skills
- Enthusiastic and flexible
- High attention to detail
- High emotional intelligence
- Organized and results driven
- Work effectively without constant and direct supervision or guidance plus work well as a team
- Considerable assets to the position: experience in an ERP system (e.g. Sage Intacct), Salesforce, and/or public accounting
- A fun can-do attitude and a genuine love of finance and accounting

Salary: \$70,000 - 80,000 per year

Please apply here: [https://www.iwave.com/careers/senior\\_accounting\\_manager/](https://www.iwave.com/careers/senior_accounting_manager/)

---

**iWave**

2nd Level Confederation Court Mall  
182 - 134 Kent Street Charlottetown, PE C1A 8R8 Canada  
P 800.655.7729 F 866.718.3322