



# Financial Analyst

Part Time, Contract

## About DNAstack

DNAstack creates cutting edge software technologies that help scientists more easily discover, access, and analyze the world's exponentially growing volumes of genomic and clinical data. Our startup has grown quickly in the past six months, working on projects to support research in the areas of COVID-19 and Autism Spectrum Disorders.

## Introduction

We're looking for an experienced Financial Analyst to spend 15 to 20 hours a week to support financial management at DNAstack.

Reporting to the VP of Operations and working closely with our Financial Consultant and external accountants, you will be responsible for contract revenues, reconciliation, and reporting.

## Responsibilities

- Identifies basic control risks, evaluates impact, proposes changes, and implements improvements to remediate gaps.
- Responsible for all the contract revenue accounting, budgeting, and forecasting.
- Responsible for expenses recovery under contracts with strict adherence to the terms and conditions laid out in the contracts, including contracts with complex flow of funds.
- Support preparation of project claims.
- Prepare monthly investor reports.
- Prepare project reports as required.
- Prepare reports to support leadership decision-making.
- Ensure all billings and recoveries are appropriately documented and supported for future audit purposes.
- Ensure employee expenses are properly verified per company rules, properly authorized and accounted, and payments are executed.
- Ensure the company credit card is used only for company purposes, reviewing statements monthly.
- Coordinate with the Office Manager to ensure all invoices and expenses are accounted properly and paid on time.
- Ensure accrual information is provided to the company's external accountants.

- Ensure free and clear flow of information from DNASTack to the company's external accountants.
- Review the financial statements prepared by the external accountants for accuracy.
- Assist monthly reconciliations.
- Provide accurate and timely information for financial forecasts, budgets, and cashflow.
- Works with a variety of data sources. Identifies incomplete or inaccurate data, identifies root causes of data issues, escalates discrepancies, fixes data where possible
- Create new processes, templates, and tracking tools create efficiencies.
- Support payroll calculations as needed.
- Support SRED claims
- Support audits

## Qualifications

- 3-5 years' experience of relevant
- Bachelor's in commerce or Accounting
- Professional accounting designation would be preferred.
- Excellent written and verbal communication skills
- Strong accounting and financial modelling skills
- Ability to interpret contracts and claims.
- Audit experience preferred.
- Strong analytical skills with an ability to focus on the details.
- Research skills and attention to detail
- Expert excel knowledge

## Assets

- Experience with Quickbooks Online
- Experience with GSuite