Manager – Accounting and Operations

The Centre for Excellence in Mining Innovation (CEMI) is a not-for-profit organization that works with SMEs to deliver innovation solutions to the global mining industry to help solve their challenges. We strive to be the leading mining innovation and commercialization services provider. CEMI is currently undertaking the Mining Innovation Commercialization Accelerator Network (MICA), building a national ecosystem as a network of collaborative regional networks. MICA, a $112 million multi-year project, is designed to bridge the innovation-commercialization gaps that delay commercial success, domestically and globally.

The MICA mandate is to:
- Connect Regional Mining Clusters to Cross-Sector Innovation Centres across the country
- Create a National Network to commercialize innovations into the mining industry
- Utilize the Canadian advantage of SME-based innovations to create a national mining technology ecosystem

The Role
The Manager – Accounting and Operations is responsible for carrying out the day to day tasks of all financial and operational duties, related to the functioning of the corporation to support excellence as well as productive and cost-effective execution.

Reporting to the Vice President, Business Administration, his position provides support to the senior management team in the execution of the corporate strategy.

The Responsibilities
- In collaboration with the senior management team, the Manager will assist in preparation and monitoring of realistic, annual budgets, quarterly reports, projections and updates as required for the organization as well as significant projects or programs.
- Carry out regular accounting functions to provide timely and accurate financial statements and information.
- Ensure financial reporting requirements for contractual obligations are undertaken and in compliance.
- Participate in the planning and implementation of network activities within the MICA program.
- Preparation of annual audit requirements and liaison with external auditors.
- Participate in overall administrative functions of the corporation. (i.e. facilities, insurance etc)
- Assist with compiling and preparing information required for Board communications, including Board information packages.
- Some travel may be required
- Represent CEMI, as required at functions
**Qualifications and Skills**

- CPA or CA designation preferred
- 3-5 years of experience accounting experience
- Experience with application, implementation, reporting and management of government funded programs is an asset
- Effective communication skills including verbal, written and presentation skills
- Strong Microsoft office skills, especially excel
- Proven ability to work effectively and show initiative both independently and in a team-based environment
- Demonstrated willingness to be flexible and adaptable to changing priorities
- Diligent with strong organizational skills
- Bilingualism is preferred (French & English)

**Location**

This position will be based out of our Sudbury office. Employee is expected to work onsite.

Please submit your resume and cover letter in confidence via email to info@cemi.ca by April 21, 2023.

*Note that only those selected for an interview will be contacted.*

*CEMI is committed to equity in employment and encourages applications from all qualified applicants including women, aboriginal people, members of visible minorities, and persons with disabilities.*