



Nimble Science is at the forefront of developing next-generation microbiome-based diagnostics and therapeutics. By leveraging innovative capsule-based sampling technology, we perform liquid biopsies that target the small intestine, enhancing our understanding and treatment of intestinal health conditions. Our collaborative efforts span globally, making us a leader in gut health research and technological development.

We are seeking a passionate, entrepreneurial Accounting Manager to lead financial operations and play a critical role in driving our mission forward. This is an opportunity to grow professionally within a dynamic health tech start-up and contribute to groundbreaking advancements in GI health.

You are a passionate and dynamic leader with an entrepreneurial spirit ready to dedicate yourself to taking Nimble Science and your career to the next level.

Responsibility Snapshot:

Accounting Operations Management:

- ❑ **Oversee Daily Accounting Activities:** Accounts payable/receivable, general ledger maintenance, payroll processing and bank reconciliations.
- ❑ **Maintain Accounting Systems:** Ensure accurate and timely recording of financial transactions, maintain accounting software and systems.

Financial Reporting and Analysis:

- ❑ **Overseeing financial reporting:** Ensuring the accuracy and timeliness of monthly financial statements, prepare quarterly Board and Investor financial reporting packages.
- ❑ **Analyzing financial data:** Using financial data to identify trends, potential risks, and opportunities for improvement.
- ❑ **Preparing financial forecasts and budgets:** Developing and managing budgets and forecasting future financial performance.

Process Improvement:

- ❑ **Implementing and maintaining accounting policies and procedures:** Ensuring compliance with appropriate accounting standards (e.g., ASPE, IFRS).
- ❑ **Streamlining processes:** Identifying opportunities to improve efficiency and reduce costs.
- ❑ **Staying updated on industry trends and regulations:** Keeping up to date with changes in accounting standards and regulations.

Compliance and Risk Management:

- ❑ **Ensuring compliance with tax laws and regulations:** Preparing and filing tax returns and ensuring compliance with tax regulations.
- ❑ **Managing risk:** Identifying and mitigating financial risks.
- ❑ **Conducting internal audits:** Reviewing financial records and internal controls to ensure accuracy and compliance.



Supervisory and Management Responsibilities:

- Coordinate proper approval and authorization of expenditures by department heads.
- Support the coordination efforts of senior management in preparation of department budgets and cash flow forecasting.
- Provide guidance and support to Accounting staff and/or Contractors as applicable.

Other Responsibilities:

- Collaborating with other departments: Working closely with other departments, such as Sales, Operations, and HR.
- Providing financial advice and support: Offering financial advice to management and other stakeholders.
- Representing the company to external stakeholders: Interacting with auditors, tax authorities, and other external parties.

What We Offer:

- Opportunity for professional growth in a multi-faceted health tech company
- Applied experience in medical device development
- Independent flexible work environment
- A formidable challenge
- An opportunity for a leadership role within a high growth Start-up
- An opportunity to integrate within the Calgary Tech ecosystem

Required Skills and Experience

- Undergraduate diploma or degree (accounting or business).
- CPA designation in good standing.
- 5+ years in progressively senior accounting roles. Small or medium sized manufacturing or healthcare business experience an asset.
- Proficiency in accounting software (currently QuickBooks Online) and Microsoft Office Suite.
- Software implementations experience an asset.

Position Details:

- Employee Class:** Regular, full-time
- Primary location:** Life Sciences and Innovation Hub - 3655 36 St NW, Calgary, AB T2L 1Y8
- Starting date:** January 31st, 2025, or earlier if available
- Work Schedule:** Monday – Friday, office hours
- Flexibility:** Candidates should be adaptable to schedule adjustments to meet operational needs.
- Eligibility:** This position restricts eligibility to only Canadian citizens, permanent residents, Open Work Permit holders or persons to whom refugee protection have been conferred under the Immigration and Refugee Protection Act at the time of hire.



Application Deadline:

10th January 2025, application screening will begin immediately, and the position may be filled and closed prior to the deadline.

Application Process:

To apply, please send your cover letter expressing your interest and how your previous experience can contribute to the needed skills, along with your resume, in a single pdf to careers@nimblesci.com with “**Accounting Manager, ‘Name’**” in the subject line.

If you have any further questions or need additional information, please don't hesitate to ask. We thank all candidate's applications interest. Please note that only those candidates under consideration will be contacted.

Nimble Science is committed to Employment Equity and Diversity. We do not discriminate against any employee or applicant for employment because of national origin, race, religion, ethnic group, age, disability, gender, sexual preference, sexual or gender identity, status as a veteran or any other federal, provincial, or local protected class.

We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process.

Nimble Science is committed to providing a safe and healthy working environment for our team members, customers, clients, contractors, business partners, guests, and members of the public with whom we regularly interact.