

About NGen

Next Generation Manufacturing Canada (“NGen”) is a not-for-profit organization that matches manufacturing companies with new technologies to drive advanced manufacturing in Canada. We’re the engine of the Canadian government’s ambitious investment in the Advanced Manufacturing Supercluster, matching federal funds and private investments to industry-led projects.

We promote technology adoption, skills improvements and greater collaboration between technology and manufacturing to help Canadian companies of all sizes navigate the global shift to advanced manufacturing. We use data to link companies, researchers and investors so they can work together to invent new products or processes.

NGen is a proud member of a national network of five Canadian, industry-led innovation superclusters. By 2023, the federal government has committed to investing up to \$950 million in its five superclusters to drive major economic, social and industrial benefits for the country.

About the Position

The Financial Claims Analyst will report directly into the Director of Finance and will support financial and project reporting and analysis. Working closely with the Projects team, they will be responsible for the review and processing of project claims and the preparation and reconciliation of Government funding requests. This role will actively engage with staff at all levels to ensure smooth operations, solid internal controls and achievement of company objectives.

This full-time position is Toronto based with occasional travel to Hamilton.

Responsibilities:

- Support the financial aspects of projects by:
 - Reviewing and substantiating project budgets and claims, auditing documentation against funding rules;
 - Preparing project disbursements and initiating the transfer of funds;
 - Processing all financial transactions relating to projects;
 - Preparing and maintain project funding templates, dashboards and processes.
- Supporting the Government Advance and Reconciliation process by:
 - Preparing and submitting quarterly funding requests;
 - Reconciling quarterly spend to amounts advanced;
 - Maintaining and providing documentation to corroborate spend.
- Support other financial reporting and analysis by:
 - Maintaining a strong financial and internal control environment;
 - Reconciling accounts by collecting and analyzing account information and discrepancies;
 - Contributing to the year-end audit;
 - Supporting leadership with other aspects of financial processes, analyses and reporting as required;
 - Contributing to a team effort.

FINANCIAL CLAIMS ANALYST

Qualifications:

- 2-3 years of related experience in financial analysis, reporting or accounting and/or auditing;
- University degree, preferably in business, finance or accounting
- High level of proficiency with Microsoft Excel

Requirements:

- Strong accuracy, attention to detail, and analytical skills
- Strong organizational and time management skills
- Demonstrates a positive, can-do attitude
- Ability to effectively communicate both verbally and in writing
- Ability to apply professional judgment, work independently, pro-actively and with minimal supervision
- Flexible and agile with an ability to problem-solve, create and figure things out
- Experience in a start-up or a fast paced, deliverables-based environment is an asset
- Knowledge of not-for-profit accounting rules and experience with government funding programs is an asset

Please send your cover letter and CV to: **recruiting@ngen.ca**