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**Position: Bookkeeper**

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**About Us:**

CENGN is the Centre of Excellence in Next Generation Networks. Our mission is to accelerate the growth of the Canadian Information and Communications Technology (ICT) sector, enabling economic strength and prosperity, as well as innovation and competitiveness in this high-growth global multi-trillion dollar industry.

Through our leading-edge technology infrastructure and expertise, and the creation of a globally recognized ecosystem of partners, CENGN helps Canadian small and medium enterprises overcome commercialization barriers and grow. CENGN collaborates with top ICT multinationals, the public sector, financial institutions, and academic partners, to solidify Canada's leadership in next generation networks for the benefit of all Canadians.

CENGN's ecosystem includes members Bell Canada, Cisco, EXFO, Huawei, Invest Ottawa, Juniper Networks, Mitel, Nokia, Ribbon Communications, Rogers, TELUS, and Wind River. The company also partners with the federal government through the Networks of Centres of Excellence (NCE) and the Ontario government through the Ontario Centres of Excellence (OCE).

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**What We offer:**

- The chance to be part of the growth of a Canadian company driven by providing opportunity for SME Canadian companies to succeed
- The benefit of a small company in a modern setting where your ideas and opportunities for growth are nurtured and encouraged
- The advantage of working with colleagues passionate about their individual contributions to CENGN

For more information, visit [www.cengn.ca](http://www.cengn.ca)

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**The Opportunity:**

We are seeking a highly skilled and motivated individual for CENGN's Finance Team. Reporting to the Director of Finance, the candidate will be accountable to champion a variety of accounting functions.

**Key Responsibilities:**

Due to the rapid evolution of the emerging network technologies for which CENGN is in the forefront; the accuracy and demands of the accounting function will continue to evolve. The bookkeeper plays an important role in defining and delivering CENGN's accounting services internally and externally. The candidate will account for the following:

- Ownership of the in-kind recording, reconciliation and eligibility for matching
- Responsible in part for end of month closing procedures related to project expense and revenue tracking (accruals, allocations, and deferred revenue);
- Prepare daily transactions, month-end entries and account reconciliations
- Monitors actuals and forecasts against budgets for all departments on a monthly basis
- Leads funding claims data gathering and organization
- Thorough understanding of the various contribution agreements and expense eligibility
- Assist with data maintenance
- Assist with implementation and testing of new systems and processes
- Assists external auditors at year end as needed
- Special projects as required

**Key Competencies/Qualifications:**

- Knowledge of generally accepted accounting procedures and principles including accounting controls
- Understanding of project and fund accounting in a non-for-profit setting
- Comfortable with new technologies: ability to learn new accounting applications quickly
- Strong service orientation, interpersonal and communication skills: ability to build trust quickly with stakeholders (internal and external)
- Ability to understand, interpret and follow requirement of funding agreements
- Knowledge of Microsoft Suite, with strong knowledge of Microsoft Excel including creating Pivot Tables and performing VLookups
- Strong math skills are required to complete day-to-day tasks
- Ability to work in a fast-paced environment with rapidly changing priorities and tight deadlines

**Education:**

- Bachelor's degree in accounting or business administration or related field

**Experience:**

- 1-3 years of experience in an accounting function

**Languages:**

- English oral, reading and writing
- French oral, reading and writing would be considered an asset

Interested and qualified candidates are invited to forward their resume in confidence to CENGN by email to [hr@cengn.ca](mailto:hr@cengn.ca). Please use "**Bookkeeper**" as the subject line.

CENGN thanks all applicants for their interest, however, only those selected for an interview will be acknowledged. CENGN is an Equal Opportunity Employer.