

Part-Time Financial Analyst & Accounting Support

Quadro Communications Co-operative Inc. is a local solution-oriented Telecommunications company providing mobility, telephone, television, internet, business services, and computer repair and I.T solutions. As a Co-operative, Quadro Communications is committed to enriching our customers' experience with personal service and innovative products, while fulfilling the evolving needs of our customers.

Being a Quadro team member comes with some great perks and benefits including:

- Full benefit plan including health and dental benefits at no cost to employees.
- An RRSP program where Quadro will match up to 3% towards your RRSP.
- Generous employee discounts on qualified services.
- A generous learning and development program that pays team members to learn and develop.
- Q'DOS program that recognizes when our team members go above and beyond, provides an exceptional customer experience and is a team player.

We're looking for a motivated and analytical Part-Time Financial Analyst & Accounting Support to join our Finance team. This role is a great fit for someone currently working toward their CPA designation who's eager to gain hands-on experience in both financial analysis and core accounting. You'll spend most of your time digging into data, building dashboards, and helping us understand key trends in our business performance. You'll also jump in to support our accounting team with overflow tasks in accounts payable, receivable, and month-end processes.

What You'll Do

- Financial Analysis & Reporting (Main Focus):
 - Analyze financial and customer data to track metrics like churn, average revenue per agreement, and margin performance.
 - Build dashboards and reports to give real-time visibility to Finance and Customer Experience teams.
 - Translate complex data into clear insights and recommendations.
 - Assist with financial modeling and performance reviews.
- Accounting Support (Secondary Focus):
 - Help with accounts payable/receivable overflow including invoicing, reconciliations, and collections follow-up.
 - Support month-end and quarter-end processes with reconciliations and variance analysis.
 - Assist with remittances and compliance submissions.
 - Provide general accounting and administrative support as needed.

What We're Looking For

- Currently working toward a CPA designation.
- Post-secondary education in Accounting, Finance, or a related field.
- Previous accounting experience (AP/AR, reconciliations, month-end close).
- Strong Excel skills; bonus points if you've used advanced features like macros, pivot tables, or VBA programming.
- Comfortable working with large datasets and turning numbers into stories.
- Detail-oriented, organized, and able to manage multiple priorities.
- Clear and confident communicator.

At our company, you'll gain hands-on experience in both finance and accounting while contributing directly to the success of our telecommunications business. You'll be part of a collaborative team, work on meaningful projects, and develop skills that will help propel your CPA journey and career forward.

Quadro Communications is committed to creating an accessible environment and will accommodate disabilities during the selection process. Please let your recruiter know during the selection process of any accommodation needs. We thank all those that apply but only successful applicants will be contacted for an interview.

