

	Financial Support Specialist	Type: Part-Time Pay: \$25–\$35/hr Location: 9-402 Harmony Rd., Ayr, ON Start: October 2026
Job Posting		

About StarSpec Technologies

StarSpec Technologies is a pioneering space-based solutions company dedicated to bridging the gap between advanced space technologies and real-world applications. Our mission includes developing precision space-based imaging systems and synthesizing satellite data to tackle challenges like climate monitoring and infrastructure maintenance. From balloon-borne astronomy to cutting-edge satellite technologies, our innovative projects are at the forefront of the aerospace industry.

General Description

We are looking for a proactive and detail-oriented **Financial Support Specialist** to manage operational and administrative tasks critical to our team's success. This role is integral to ensuring seamless company operations, from managing Accounts Payable, and Accounts Receivable, project and business level budget management, and workflow process creation and optimization. If you excel in a fast-paced, innovative environment and take pride in delivering meticulous support, we want to hear from you.

This position begins as **Part-Time**, with the potential to transition to Full-Time based on performance and company needs. Compensation is competitive, ranging from **\$25/hr** to **\$35/hr**, commensurate with experience.

Key Responsibilities

Common Responsibilities:

- **AR and AP:** Creating, tracking, and executing Client invoice processes, Vendor invoice tracking, processing, & payment processing.
 - Familiarity with Dext, QBO, and Plonto would be an asset.
- **Project and Business level budget and expense support:** Revenue & Expenses, budgets tracking and reporting.
 - Familiarity with Google Workspace, Google Sheets would be an asset.
- **Administrative Support:** Handle administrative duties such as document creation, organization, AP/AR process management.

Occasional Responsibilities:

- **Office Organization:** Create and maintain budgets, templates, filing systems, and standardized documentation.
- **Communication Support:** Manage interfaces with external resources; accounting team, purchasing & logistics, Executive financial managers, etc.

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Qualifications

Must-Haves:

- Proven experience in AP/AR & administrative or operational roles, ideally within a startup, small business, or technical environment.
- Knowledge of Accounts Payable, Accounts Receivable, accounting, budgeting, and financial transaction methodologies and process standards.
- Proficiency with accounting systems. ie; Dext, QBO, Plooto, Google Workspace
- Strong organizational and multitasking abilities, with the flexibility to adapt to shifting priorities.
- Exceptional attention to detail and follow-through.
- MBA/CPA or equivalent experience

Nice-to-Haves:

- Familiarity with banking payment processes, EFT, Wire, e-transfers.
- Proficiency in coding and creation of Google Workspace products (Docs, Sheets, Slides, Calendar).
- Experience with building workflows and constructing executive reports.

Why Join StarSpec?

At StarSpec Technologies, we value **collaboration**, **innovation**, and **efficiency**. As a **Financial Support Specialist**, you'll play a pivotal role in enabling our engineering and leadership teams to focus on advancing groundbreaking technologies. This role combines the flexibility of occasional remote work with opportunities for on-site collaboration during critical phases of our projects.

If you're ready to contribute to cutting-edge space technology initiatives while developing your professional skills in a dynamic environment, we'd love to have you on our team.

Contact

Send your resume and a brief cover letter to hr+careers@starspectech.com. For more information, visit www.starspectech.com.

Disclaimer

Please note this is a publicly advertised job posting. To maintain an equitable and streamlined evaluation, artificial intelligence tools might be leveraged throughout candidate screening and review procedures.