

Accounting & Finance Operations Lead

Job Description

About Us

MeshAI.io was founded in 2018 by academics, scientists, and engineers in Canada with decades of experience in optimization and healthcare systems. A near-death experience for one of our founders—caused by fatigue from an error in scheduling—turned our research on burnout, inefficiency, and lost wellness into a personal mission. That work led us to create a new category of staff scheduling called “collaborative scheduling.” As a category leader, Mesh AI’s mission is to design intelligent, fair, and transparent schedules so clinicians can rest, feel respected, and focus on what matters most: caring for patients, not fighting with spreadsheets and call calendars.

About the Role

We are looking for a detail-oriented, resourceful Accountant / Finance Operations Associate to support Mesh AI’s accounting, finance operations, reporting, and government funding workflows. This person will manage core accounting activities while also helping organize financial data, support funding and compliance reporting, maintain SOPs, and use AI/LLM tools to improve internal processes.

The ideal candidate is not only technically strong in accounting (for a SaaS/software product) , but also a fast learner who can work independently, research unfamiliar requirements, document processes clearly, and adapt as the company scales.

Responsibilities

Government Funding, Grants & Compliance

- Support the preparation, tracking, and reporting of government funding programs, including IRAP, SR&ED, FedDev, and other grant or subsidy programs.
- Maintain organized documentation for funding claims, project expenses, payroll allocations, eligible costs, and supporting evidence.
- Track reporting deadlines and ensure submissions are completed accurately and on time.
- Assist with funding applications, renewals, follow-ups, and communication with external program representatives.
- Research unfamiliar funding, tax, or compliance requirements and summarize implications for leadership.
- Work with leadership and external advisors to ensure funding-related reporting is accurate, complete, and audit-ready.

Accounting

- Oversee full-cycle bookkeeping for Mesh Scheduling Inc. (a SaaS product) , including G/L account maintenance, closing the books at year-end, posting adjusting journal entries, and opening the new fiscal year.
- Process accounts payable, including payments to vendors, contractors, and other parties.
- Liaise with Canada Revenue Agency (CRA) and other tax authorities for follow-ups and submissions.
- Provide general accounting support to the broader team.

Finance

- Manage cash flow and deliver rolling forecasts to support business planning.
- Conduct budget vs. actual analysis and develop sales projections.
- Track, develop, and report on financial KPIs.
- Deliver ad-hoc financial analysis as needed.

Reporting & Compliance

- Prepare financial statements and reports for quarterly board meetings and investor updates.
- Create, update, and maintain SOPs for recurring accounting, finance, tax, payroll, funding, and reporting workflows.
- Maintain task ownership, deadlines, and recurring processes in project management tools such as ClickUp.
- Maintain clear, well-organized documentation of all calculations, assumptions, and decisions to support knowledge transfer to future team members

Systems & Data

- Lead accounting software and system adoptions and integrations at a functional level, including tools such as Xero and Stripe.
- Leverage LLMs and data analysis tools to streamline accounting workflows and surface insights within our healthcare SaaS environment.
- Manage and analyze operational and financial data to support decision-making across the business.
- Support special projects such as the setup of accounts receivable modules and automated invoicing pipelines.

General

- Participate in weekly team meetings and contribute to cross-functional initiatives.
- Carry out administrative tasks as requested.

Skills & Qualifications

- **Strong written and verbal communication proficiency in English, with the ability to present financial information clearly to non-finance stakeholders.**
- Bachelor's degree in Accounting, Finance, or a related field.
- CPA designation or currently pursuing CPA (preferred).
- 2+ years of full-cycle accounting experience, ideally within a SaaS or tech startup environment.
- Experience working remotely and managing responsibilities independently.
- Strong working knowledge of Microsoft Excel or Google Sheets for financial modelling and analysis.
- Comfortable working with data — able to query, clean, and interpret datasets without deep technical support.
- Experience using or experimenting with LLMs and AI tools (e.g. ChatGPT, Claude) to improve accounting workflows and reporting efficiency.
- Strong independent research skills, with the ability to investigate unfamiliar accounting, tax, funding, or compliance topics and summarize findings clearly.
- High attention to detail and judgment when handling sensitive financial, tax, payroll, and funding information.
- Analyze financial, operational, customer, and project data to support leadership decisions.
- Clean, structure, and interpret datasets related to customers, projects, grants, payroll, expenses, and revenue.
- Translate raw data into clear summaries, recommendations, and next steps for non-finance stakeholders.
- Solid understanding of Canadian GAAP, CRA requirements, HST/GST filings, and payroll regulations.
- Experience preparing financial statements, board reports, and investor-facing materials.
- Experience with budgeting, forecasting, and variance analysis.
- Ability to work collaboratively with cross-functional teams
- Self-motivated with the ability to work independently in a remote environment.
- Familiarity with SaaS platforms, accounting tools like Xero, Stripe.

Why Join Us

- **Dynamic Environment:** If you thrive on energy and momentum, you'll love our workplace that keeps you challenged.
- **Growth:** Accelerate your professional journey with opportunities to learn and advance as we scale.
- **Mission-Driven:** Be part of a team transforming healthcare scheduling to prevent burnout and errors.
- **Impact:** Your work will play a crucial role in ensuring better outcomes for patients and clinicians alike.

- **Remote-First:** Enjoy the freedom and flexibility of remote work.

Our Core Values

- **Respect:** We care and respect others and our planet as a whole.
- **Integrity:** We are honest and apply radical candor with compassion.
- **Growth:** We are results-driven and detail-oriented.
- **Efficiency:** We are resourceful and lean and minimize waste.
- **Communication:** We make no assumptions and communicate clearly at all times.

Our Targeted Attributes

We measure candidates against our “**A.G.I.L.E. CARE**” set of attributes:

- **Adaptability and Flexibility**
- **Growth Mindset**
- **Integrity and Honesty**
- **Lean Operator and Resourceful**
- **Empathic Communicator**
- **Clinician-Focused and Caring for Healthcare**
- **Altruistic Team Player**
- **Responsible**
- **Effective**

It is the policy of Mesh AI to ensure equal employment opportunity without discrimination or harassment on the basis of race, religion, national origin, status, age, sex, sexual orientation, gender identity or expression, marital or domestic/civil partnership status, disability, veteran status, genetic information, or any other basis protected by law. Mesh AI welcomes and encourages applications from people with disabilities.