



KeyOps Inc.
Nucleus at MaRS Waterfront - Waterfront Innovation Centre
Suite 200 Box-87 155 Queens Quay E
Toronto, ON M5A 0W4

Job Description: Director of Finance

About KeyOps

We are an early-stage health tech company. Our vision is to advance patient care by improving the information exchange between healthcare practitioners and life sciences companies. At KeyOps, we access untapped insights from healthcare professionals using state-of-the-art software solutions. For our life sciences partners, we are the catalyst that drives digital transformation from traditional market research to an ecosystem where healthcare practitioners and life sciences companies collaborate.

How we work together

At KeyOps, we are human first. This means having an enjoyable, vibrant work environment where your skills & experiences are valued. We embrace the power of diversity within our team and in our network of healthcare practitioners. You are empowered with autonomous decision-making and encouraged to dig deep and ask 'why'. We encourage experimentation, learning and growth. KeyOps is a remote-first environment where you have the flexibility to decide where you are most productive. When you are meeting with your teammates in person, you can enjoy our state-of-the-art waterfront facility in downtown Toronto.

What we are looking for

Working closely with the CEO, The Director of Finance will play an integral role in building the finance function at KeyOps and ensuring the long-term financial health of the company. The successful candidate will be a highly self-motivated individual that will drive the financial plan and make recommendations to the leadership team on how to optimize the company's financial strategy and performance. We are looking for someone who has a deep understanding of financial reporting and modelling and is excited to take ownership of a small, fast-growing company's finances.

What you will do:

- Own the day-to-day full-cycle accounting functions incl. general ledger, AR, AP, and month-end close
- Prepare and interpret financial results to the KeyOps leadership team in order to assess business performance and make recommendations for improvement
- Develop and manage the annual financial budget and ongoing forecast process
- Prepare financial reports for board meetings, external investors, and fundraising efforts.
- Design and implement systems of measurement to improve performance in areas of revenue management, gross margins, cash efficiency, working capital etc
- Provide ad-hoc analysis and continuously look for new ways to analyze the business and drive productivity gains.
- Build and scale the finance function by implementing and overseeing financial controls, systems or tools, and best practices
- Own and refine the billing and collections process to make customer payments easier, faster, and more predictable
- Manage the annual review process conducted by external accounting firms to ensure a successful and timely completion



KeyOps Inc.
Nucleus at MaRS Waterfront - Waterfront Innovation Centre
Suite 200 Box-87 155 Queens Quay E
Toronto, ON M5A 0W4

What you bring:

- 5+ years of relevant hands-on finance experience in high-growth SaaS companies, investment banking or private equity,
- Bachelor degree in Accounting, Finance, Business, Economics, or a related field
- Completion (or on track to complete) a CPA or CFA designation
- A self-starter with the ability to prioritize multiple competing projects and lead initiatives
- Ability to work across the business with multiple functional areas
- Strong decision-making, critical thinking and problem-solving skills
- Possess strong organizational, time management and project management skills with a demonstrated ability to work independently

If this resonates with you and want to join the digital transformation of the life science industry, apply today!