

Job Description

Role: Operations Manager

The future is growing organs on demand, curing disease before the first symptom, and editing out bad genes. Acorn is unlocking all of this with the power of the human cell - your cell. We are a healthcare technology company focused on giving every human being the best chance to experience more healthy years with our easy, affordable, and non-invasive live cell collection, analysis and cryopreservation service. We offer our services directly to consumers through both at-home and in-clinic collection sites, as well as to businesses as a part of employee benefits programs and through health clinics and pharmacies as a part of their expanded preventative healthcare offering. Check us out at acorn.me.

The Role

As Operations Manager you will oversee all of finance, HR and legal operations. The systems have been set up and the relationships with supporting firms/agencies are established – but you will need to take over the day to day operations and work to improve what already exists.

Location: Toronto

What You'll Do

- **Manage the finance operations:** you will work with our accounting partner, LiveCa, and the associated platforms (Plooto, Xero, Receiptbank, Expensify, ADP, Shopify, and Stripe) to reconcile monthly revenues and costs, pay bills, pull reports, facilitate tax filing, and apply for and manage award and grant submissions and reporting requirements
- **Lead financial planning and analysis function:** the 5-year financial model is built and the assumptions are well laid out. You will work with the CEO to update the model for current and prospective investors, update the monthly cashflow figures to ensure you are managing burn appropriately, collaborate with the CEO and sales team to forecast sales by channel and price point and reconcile forecasts with actuals in Shopify and Stripe. You will support the CEO in pulling together materials for the board to communicate results and forecasts across key performance indicators
- **Negotiate and paper contracts:** You will collaborate internally (with the CEO and other leaders) and externally (with our legal partners) to draft and finalize partnership, channel, and distribution contracts. You will not be in charge of the commercial negotiation, but you will be in charge of papering the commercial terms (with attention to the operational implications) with the support of our legal advisors.
- **Manage HR operations:** You will run all operational elements of HR including; ensuring payroll is accurately calculated and remitted by ADP, updating employment contracts when necessary,

working with leaders/managers to fill recruiting needs by creating job postings, screening candidates, papering contracts, onboarding employees and collaborating with the CEO to constantly update and revise the organization strategy as the company grows.

What You'll Need To Succeed:

- **You are a results-oriented, highly accountable, and business savvy operations manager with a high sense of urgency**
- **You are a self-starter, organized and self-motivated with the ability to define goals and prioritize work**
- **You have strong finance and quantitative analysis skills.** You have built detailed financial models (P&L, Cash flow, Sales forecasts, pricing/headcount/cost assumptions, CapEx, scenario planning etc), love forecasting, and have a keen understanding of the importance of tracking burn rate and runway in an early-stage company. You are excellent with Excel.
- **You have demonstrated operations experience in an early-stage SaaS or other recurring revenue company** and understand how to keep multiple balls in the air while keeping things running smoothly. You are willing and able to step up to the challenge of wearing multiple hats, switching gears often and being a part of an agile, nimble, all-hands-on-deck team

- **You share our values.**
 - **Integrity first**
 - In our science, with our clients, with each other. Always.
 - **Embrace Humanity**
 - Be kind, supportive, respectful, and inclusive. Collaborate. Be humble and grateful.
 - **Show up**
 - Take pride in your work. Be dependable, accountable, and disciplined. Strive for excellence - and be agile. Add value.
 - **Be curious**
 - Ask why. Constantly learn. Create. Innovate.
 - **Have fun**
 - Enjoy life! Laugh - at yourself and with others. Be passionate about your work.

Nice to Have:

- Experience working with an early-stage health tech company

Why Acorn

In our lifetime, our own cells will be the key to solving some of the biggest healthcare challenges. Providing everyone with the best opportunity to live long healthy lives is important to Acorn. We're excited by the potential the future will bring. Join the Acorn team and be part of something great.

Please send your c.v. to careers@acorn.me