



General Accountant

Job Overview and Details

Location: 75 Bathurst Drive, Waterloo, ON N2V 1N2.

Shift: Days 8:00am to 4:30pm

Pay Range: \$25.00 to \$35.00 per hour depending on experience)

Employment: Full-time, permanent position

Start Date: Immediate start or as soon as possible

Job Summary

Progressive Machining is looking for a General Accountant to join our team at our Waterloo location. This is a full-time, hands-on role supporting a variety of accounting and finance functions in a fast-paced manufacturing environment.

We're looking for someone who is organized, reliable, and comfortable working with deadlines while managing multiple priorities. This role offers variety in day-to-day work and the opportunity to contribute to process improvements within the business.

At Progressive Machining, we take pride in our people, our work, and the relationships we've built with our customers and suppliers. If you're looking for a role where you can contribute in a meaningful way and be part of a solid team, we'd like to hear from you.

Principal Accountabilities

- Month-end closing, reconciliations, and analysis including comparison to budget and historical spending levels.
- Entry of Accounts Receivable and Payables as backup.

- Daily bank reporting and month end bank reconciliations.
- Deposit customer cheques to bank account using Remote Deposit Capture.
- Review aged accounts receivable list and following up on past due and upcoming due invoices.
- Administration of Canadian payroll using ADP, including benefits assistance and related regulatory reporting. Includes responsibility for accurate and efficient payroll procedures and policies resulting in maximum accuracy.
- Preparation and distribution of various internal and external reports, including daily metrics reports.
- Communication with external accounting firms as needed. Identification and implementation of potential continuous improvements projects that are driven by business priorities.
- Additional tasks as assigned.

Specific Accountabilities

AR Requirements:

- Cash application daily:
 - Download banking reports
 - Clear cashed cheques, wire payments, EFT payments in ERP.
 - Deposit customer cheques to bank account using Remote Deposit Capture
 - Apply payments received from customers to customer accounts in ERP
- Process periodic customer Visa payments
- Collection tasks:
 - Review aged accounts receivable list and following up on past due invoices

- New customer credit applications:
 - Request and follow-up on customer references
 - Run D&B reports
 - Gather info for credit limit approval
- Reply to trade reference requests from customers

AP Requirements:

- Enter and match accounts payable invoices in ERP system as backup
- Print purchase orders for entered invoices
- Ensure invoices are appropriately approved
- Prepare EFTs for approved payment proposals
- File invoices and supporting documentation after payment completion
- Respond to supplier requests for information
- Match invoices in system to supplier statements and follow-up on any missing invoices

Knowledge and Experience Required

- Post-secondary accounting diploma/degree or equivalent experience in comparable accounting role.
- Minimum two years related work experience; strong payroll experience preferred.
- Strong aptitude for learning and understanding systems (reporting, process, software) and methods. Knowledge of JobBOSS2 would be an asset.
- Highly proficient in Microsoft Office, primarily Excel.
- Proactive, self-motivated, responsible and exhibits a deadline orientation.
- Strong interpersonal and communication skills and excellent attention to detail.

The Perks

- Competitive wages based on experience
- Employee rewards programs
- Full benefits package with a customizable Health Care Spending Account
- Company-matched retirement plan (after 6 months)
- Accelerated vacation accrual
- Employee appreciation events throughout the year

Our Company

At Progressive Machining, we're in the business of precision manufacturing and delivering high quality machined components to a wide range of industries. Our products are used across North America, and we take pride in both the work we produce and the relationships we build with our customers and suppliers.

Behind every successful manufacturing operation is a strong support team. Our supporting team plays an important role in ensuring accuracy, organization, and efficiency across the business—from payroll and reporting to accounts receivable, accounts payable, month-end processes and more.

Join our team and contribute your expertise as we strive for excellence in our manufacturing processes!

We would like to thank all applicants for their interest; however, only those selected for an interview will be contacted.