



**GFW Technologies Inc.**  
Precision CNC Machine & Fabrication

GFW Technologies Inc – Precision CNC Machining and Fabrication

485 Conestoga Blvd | Cambridge, ON N1R 7P4 | P: (519) 740-8680 | Website: [www.gfw.ca](http://www.gfw.ca)

## **Accounting & Operations Associate**

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### **Job Summary:**

Reporting to the Controller & General Manager, the Accounting and Operations Associate will be a hands-on individual who manages full cycle accounting processes, from source document processing all the way through to financial statement and supporting schedule preparation and analysis. The Accounting and Operations Associate will have a thorough understanding of the day-to-day operations; provide critical analysis and support all aspects of the business operation including and not limited to being responsible for the operation and administration of GFW technologies front office and would be actively collaborate with all interdepartmental cross functioning team members.

### **Main Responsibilities:**

- Accountable for the timely completion of transactions and reporting all financial information to divisional management and Controller
- Run hourly payroll
- Lead the monthly accounting cycle, executing regular reporting and month-end closing procedures
- Ensure financials are accurately stated while ensuring compliance with generally accepted accounting principles (GAAP) and Canerector's Accounting manual and procedures
- Controlling and improving all cost accounting functions within the company, providing job level analysis to management and working as a partner to understand what the data means and taking corrective actions encouraging growth
- Managing all risk and ensuring proper and effective control processes are in place at all times. This includes but is not limited to: Accounts Receivable, Cash and Banking, Fixed Assets, Inventories, and Purchase Order usage
- Ensure compliance with all Corporate Policies and that timely communication and quality reporting occur. Provide quality insights based on financial data and participate in the process of communicating and using that data to grow the company
- Liaise with Corporate Office to ensure accounting and reporting standards are implemented locally

### **Necessary Qualifications and Skills:**

- A minimum of 2 years experience in a full-cycle accounting role
- College or University Degree in Accounting, Business, Finance. Enrolment as a CPA student would be an asset
- In-depth knowledge of accounting and financial processes from source document processing to period close and generation of financials
- Strong communication, leadership, and interpersonal skills
- Strong technical abilities, able to quickly learn and adapt to new systems
- Proficient in Excel and Microsoft Office suite
- Able to multi-task, meet strict deadlines, and solve problems
- A self-starter with strong attention to detail and flexibility to adapt to change in procedures and duties



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### **Specific Responsibilities:**

*This list is not exhaustive*

#### **Payroll**

- Enter daily timecards. Ensure appropriate coding to WO's and GL accounts
- Process hourly payroll
- Prepare, submit and pay government remittances
- Benefits administration
- Prepare tax documents as necessary

#### **Accounts Receivable**

- Accumulate job costs, prepare customer invoices and forward them for payment
- Process accounts receivable transactions (apply payments to customer accounts)
- Prepare bank deposits for customer payments and take deposits to bank as required
- Monitor the status of receivables and liaise with customers and staff to ensure receivables are collected

#### **Accounts Payable**

- Code and process all accounts payable transactions, while ensuring costs are appropriately recorded
- Prepare cheques and electronic payments for invoices due for payment
- Liaise with vendors and staff for appropriate supporting documentation and respond to inquiries regarding the status of payments as required

#### **General Accounting & Administration**

- Provide general accounting support and general administration support as required
- Prepare and post journal entries
- Prepare Bank reconciliations
- Prepare General Ledger account analysis
- Prepare Financial Statements and supporting schedules
- Ensure effective operation of the front-office
- Other duties as assigned



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### **Other**

- Managing work orders from creation to finalization
- Inventory control: recording daily plant raw material consumption, physical count monitoring and variance analysis
- Purchasing support
- Customer service
- Support other functions as needed

### **About GFW Technologies:**

GFW Technologies Inc. is looking for qualified professional to join our exceptional team. Our team strives to address complex machining challenges within the automotive, manufacturing, nuclear and robotics industries. Founded in 1990, GFW has been servicing the machining industry for over 30 years. We specialize in precision CNC machining and fabrication, with a 15,000 sq. ft. facility located in Southern Ontario, servicing the province and North America. Our team's success is built upon the company's core values of customer satisfaction, quality and delivery on time, every time. We bring an agile approach to these challenges and can adapt and make quick decisions to customer requests. Unlike our competition, we are a family-owned operation by parent company Canerector Inc. – a group of companies we can leverage to offer full turnkey solutions to your project needs.

We take pride in our team's specialized capabilities. Our experts are masters of their trade and we can provide the opportunity to learn through a collaborative and encouraging environment. We celebrate successes and support everyone like family. We are looking forward to having you join our professional and dynamic team.

*Please email your resume to [hr@gfw.ca](mailto:hr@gfw.ca)*