



Position: Junior Accountant

With two London locations totaling over 150,000 square feet with up to 40-ton overhead crane capacity, over 30 large modern CNC machines with 5 axis capabilities, and a 24-hour operation manned by expert and committed human capital. ADJ Industries Inc. is a leader in its industry. ADJ Industries Inc. specializes in custom fabrication, welding and machining. We manufacture large locomotive, oil and gas, power generation, mining and defense components to close tolerances.

Position Overview:

The Junior Accountant reports to the Controller and is responsible for the daily accounting operations of the company including but not limited to accounts receivable, accounts payable, payroll, financial projects, and preparing financial reports.

Responsibilities and Accountabilities:

- Support ADJ Industries Inc. and related companies in full cycle accounting and administration.
- Completes Accounts Receivable duties including preparing customer invoices, consolidating statements, and reconciling customer accounts.
- Manages Accounts Payable, ensuring proper approvals are obtained and vendor inquiries are responded to in a timely and professional manner. Scheduling payments for vendors, preparing cheques and wire transfers.
- Calculation and processing of bi-weekly payroll, and submission of source deductions to Canada Revenue Agency (CRA).
- Posting and processing journal entries to ensure all business transactions are recorded amongst companies.
- Create, adjust, monitor and review procedures for Finance department.
- Process Workplace Safety & Insurance Board (WSIB) remittances and associated internal documentation. Work with HR Department on cost reduction.
- Complete and file GST/HST return monthly.
- Reconciliation of company Credit Cards, and issue requests for receipts to card holders.
- Review, update records, and reconcile monthly company benefit statements from Manulife (benefits group carrier).
- Negotiate and maintain company Insurance Policy – Property, Auto and Liability policies.
- Assist with monthly closings, monthly bank reconciliations, and preparation of monthly financial statements.
- Working with foreign exchange transactions.
- Review expenses and seek opportunities for cost savings and efficiencies.
- Capital Expenditures (CapEx) – review and organize open projects with appropriate personnel. Review actual costs associated to the project in order to close properly (monthly).



- Special finance projects relating to company projects, and projects assigned by Company President.
- Provide support to the year-end closing process.
- Defend financial systems and results to auditors through implementation of financial controls and supporting documentation.
- Support business initiatives through involvement of financial review on manufacturing projects.
- Government Surveys (mandatory, quarterly/yearly).
- When in Plant environment, must follow all company safety procedures including wearing required personal protective equipment.

Qualifications

- Knowledge and experience with GAAP and finance principles.
- Ability to deal with sensitive and confidential information.
- Strong attention to details with a commitment to high quality of work.
- Excellent analytical and problem-solving skills.
- Ability to meet deadlines and excellent organizational skills.
- Active pursuit of a CPA designation is considered a strong asset.
- Must meet the requirements of the Canadian Controlled Goods Security Assessment Application as per Section 15 of the Controlled Goods Regulations, SOR/2001-32.
- Post-secondary education completed in financial accounting, administration, or business (or equivalent).
- Experience in accounting, auditing, budgeting, financial planning and analysis or other financial activities are required.
- Experience with Microsoft Office, and Quickbooks.

Successful applicants must meet all requirements under the Canada Controlled Goods Regulations (CGR) and must be approved as mandated by Public Works & Government Services Canada and applicable contractual obligations.

Interested applicants should forward their resume to hr@adjindustries.com.

Accommodation is available in all aspects of the recruitment process. If accommodation is required applicants should make this known in advance.

We thank all who apply however only those selected for an interview will be contacted

For more information please visit our website at www.adjindustries.com