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**Plant Accountant**  
**Peterborough, Ontario**  
(File Reference: PA-2019)

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We are seeking a **Plant Accountant** for our client, a manufacturing facility in Peterborough, Ontario. Reporting to a Finance Director, the Plant Accountant will maintain the general ledger, provide financial information/reports, and develop analysis of trends, costs, financial commitments and obligations incurred to predict influences on the plant's revenues, expenses and general cash flow. This role also includes some office administration and payroll management functions.

**Essential Functions:**

**Accounting & Finance:**

- Maintain and oversee General Ledger and Fixed Asset Sub-ledger,
- Prepare inventory transaction details and cost information for distribution to management,
- Prepare and communicate monthly and quarterly financial statements,
- Prepare and communicate regular analyses of the plant's financial performance and obligations,

**Back Office Commercial & Logistics:**

- Process and track purchase requisitions/orders,
- Process invoices and payments (including check & electronic transfer generation),
- Oversee petty cash,
- As necessary, coordinate logistics for the receipt and delivery of materials and goods related to the plant's business. (Note that materials many materials are classified as Dangerous Goods, thus prior experience in TDG/International Shipping Regulations would be an asset).
- Provide back-up administrative support in the front office (occasional)

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**Payroll:**

- Administer plant's payroll process, including, collecting time sheets, entering data, monitor and track absenteeism per company and statutory rules,
- Maintain records where necessary in compliance with company and regulatory rules.

**Essential Skills and Experience:**

- Experience with accounting or senior-level bookkeeping in a manufacturing or production facility a definite asset.
- Degree or Diploma in accounting, finance, bookkeeping, or equivalent.
- Designation not required, but CPA-track candidates will also be considered.
- Experience with payroll administration.
- Strong computer skills including MS Office Suite and accounting programs such as Quickbooks, Simply Accounting, or equivalent.
- Excellent oral and written communication skills.

**COMPENSATION & OPPORTUNITY:**

Competitive compensation will be provided with unlimited career potential determined by personal commitment in a high growth manufacturing environment. For further consideration, qualified Candidates are invited to submit their resume information in confidence to (please quote the File Reference number above):

**Recruiting Manager**

**SHRP Limited**

**[www.savinohrp.ca](http://www.savinohrp.ca)**

**[hr@savinohrp.ca](mailto:hr@savinohrp.ca)**

*While we appreciate all applications, we can only contact those individuals selected for interview.*

*We are committed to providing accommodation for persons with disabilities. Accommodation will be provided as part of our hiring process (if accommodation is required, we appreciate Applicants making this request in advance so we can support your needs).*