

Intermediate Accountant

Pro Metal Industries Ltd.

Location: Regina, Saskatchewan

Employment Type: Full-Time

Reports To: Controller

Direct Reports: Accounting Clerks

About Pro Metal Industries Ltd.

Pro Metal Industries Ltd. is 100% First Nation-owned advanced metal fabrication company registered under the Controlled Goods Program. Located in Regina, Saskatchewan, Pro Metal is a secure ISO 9001:2015 certified-certified manufacturing facility capable of supporting defence and aerospace supply chains with precision, reliability, and compliance. In addition to defense, Pro Metal also supports the mining, oil and gas and utility sectors.

Founded in 1990 and owned by Pasqua First Nation since 2015, Pro Metal delivers high-quality fabrication, machining, and assembly services for complex, security-sensitive projects. Through Indigenous ownership and Canadian manufacturing capacity, Pro Metal strengthens national defence readiness while advancing economic reconciliation. The organization plays a key role in supporting sustainable economic development, strong governance, and long-term financial stewardship on behalf of Pasqua First Nation.

Position Overview

The **Intermediate Accountant** supports the Corporate Controller in managing day-to-day accounting operations across Pro Metal and into its parent PFN Group of Companies and its subsidiary entities. This role is responsible for preparing accurate financial records, payroll processing, supporting month-end and year-end close activities, supervising accounting clerks, and contributing to continuous improvement of accounting processes and systems.

This position is well-suited for a motivated accounting professional seeking hands-on experience in a multi-entity environment with a clear development path toward senior accounting or CPA-level roles.

Key Responsibilities

Core Accounting & Financial Reporting

- Prepare and maintain accurate general ledger entries for PFN Group of Companies and subsidiary entities
 - Assist with the preparation of internal monthly financial reports for management review
 - Support year-end financial close and audit preparation, including responding to auditor requests
 - Ensure transactions are recorded consistently and in accordance with accounting policies
-

Month-End Close & Reconciliations

- Prepare detailed **month-end account reconciliations**, including:
 - Cash and bank accounts
 - Accounts receivable and allowance-related accounts
 - Accounts payable and accrued liabilities
 - Payroll and statutory liability accounts
 - Intercompany balances and eliminations
 - Prepaid expenses and other key balance sheet accounts
 - Ensure all reconciliations are **complete, accurate, supported, and prepared on time**
 - Investigate, document, and resolve reconciliation variances and discrepancies
 - Maintain organized working papers and schedules to support internal review and audit requirements
 - Assist the Controller with coordinating month-end close activities and timelines across multiple entities
 - Contribute to improvements in month-end close efficiency, documentation, and standardization
-

Payroll, Accounts Payable & Accounts Receivable

- **Prepare payroll** for PFN Group of Companies and applicable subsidiary entities
- Ensure payroll accuracy, timely processing, and compliance with statutory remittance requirements
- Coordinate payroll inputs, deductions, benefits, and adjustments in collaboration with HR and external providers as required

- Assist with **accounts payable and accounts receivable functions**, including invoice processing, payment preparation, billing, and collections support
 - Review AP and AR transactions completed by accounting clerks for accuracy and completeness
 - Assist with resolving payroll, vendor, and customer account inquiries
-

Supervision & Team Support

- Provide day-to-day guidance, training, and supervision to accounting clerks
 - Review clerks' work related to AP, AR, payroll, and reconciliations
 - Support workload planning and task prioritization within the accounting team
 - Promote consistent accounting practices, documentation, and internal controls
-

Automation & Process Improvement

- Support accounting **automation and modernization initiatives** to reduce manual processes and improve accuracy and efficiency
 - Assist with accounting system implementation, enhancements, and integrations
 - Identify opportunities to streamline payroll, AP, AR, and reconciliation workflows
 - Participate in the development of standard operating procedures (SOPs) and process documentation
 - Work collaboratively with the Controller and external partners to support scalable financial processes aligned with organizational growth
-

Qualifications & Experience

- Diploma or Degree in Accounting, Finance, or a related field
- 3–5 years of progressive accounting experience
- Hands-on experience with month-end close and reconciliations
- Payroll preparation experience required
- Accounts payable and accounts receivable experience required
- Experience supervising or reviewing work of junior accounting staff is an asset
- Enrollment in or intent to enroll in the CPA program is considered an asset
- Experience with accounting systems, automation, or process improvement initiatives is a strong asset

Please apply on our website at www.prometal.ca or you can submit your resume and cover letter to Sarah@prometal.ca by no later than Friday, May 22, 2026.