

Job description

Accounting and Finance Manager

If you are a team player, love numbers and are well versed in finance, then we invite you to join our team!

Who are we?...

Pulse Industrial has developed a groundbreaking Artificial Intelligence platform for their IoT products that provides advanced accuracy in both diagnostics and reporting for industrial equipment failure monitoring. Utilizing easy-to-install, wireless, smart monitors over LoRaWAN networks, Pulse cloud solutions deliver failure alerts through email and dashboard in real time to improve plant and building efficiency, decrease downtime, and optimize equipment functionality.

Pulse is challenging industry sector paradigms with digital transformation providing unparalleled environmental and safety benefits. Pulse's innovative technology yields enormous cost savings for a wide variety of industries, such as manufacturing, pharmaceutical, hospitals, universities, and food & beverage. Pulse is committed to environmental sustainability, diversity and equity in the workplace, and building trusted relationships with their customers throughout North America, Mexico, and Europe.

Key responsibilities

- Develop, manage, and update company financial model and projections with oversight of CFO
- Track and report to the CFO on the financial health of the business, key metrics, and recommended courses of action
- Working closely with the CFO and department heads, create and track company and departmental budgets
- Seek, secure, and optimize debt and grant financing opportunities from banks, lenders, government agencies, and programs
- Working with CFO and department heads, advise on and help implement high level financial processes and controls
- Work closely with Operations to implement an ERP system and software, to improve processes and workflow across the organization, including payments, invoicing, inventory, returns, assets, etc.
- Oversee and manage SR&ED related tracking and annual claim with consultant
- Accounts receivable and collections
 - Set up a system to invoice and bill customers consistently and accurately, including recurring billing and renewals with our hardware enables SaaS revenue model
 - Send invoices to customers
 - Work closely with Operations and CS on timing and management of invoices, including customer return orders
 - Keep track of customer payments and overdue accounts, and manage collections as necessary
- Payments
 - Enter, track, and make vendor payments, maximizing terms
 - Send remittance statements to vendors
 - Manage and approve expense reports
 - Manage credit card payments

- Work closely with Operations to reconcile vendor orders, customer shipments, and invoicing with inventory, COGS, and assets in field
- Develop and manage relationship with our bank and bankers
- Manage bank account balances, currency conversions, and cash position
- Manage relationship with our accounting firm
- Oversee financial year end activities
- Keep and update internal financial statements
- Manage payroll system and all staff payroll activities
- Oversee and execute all bookkeeping functions

Desired Attributes and Experience

- CPA (required)
- Bachelor's degree in accounting, business, economics, finance, or equivalent
- Previous experience at a large professional accounting firm and/or working within the tech start-up industry would be definite assets
- Hands on experience with QuickBooks Online (QBO) and QuickBooks Enterprise (QBE) is required
- The ability to move easily between performing basic bookkeeping tasks to more high-level finance and accounting activities is a must.

Job Types: Full-time, Permanent, Hybrid

Benefits:

- Casual dress
- Dental care
- Extended health care
- Stock options

Schedule:

- 8 hour shift

Ability to commute/relocate:

- Kitchener-Waterloo, ON: reliably commute or plan to relocate before starting work (required)