



Senior Office Manager / Controller

Location: 2561 Stouffville Road, Gormley, Ontario
Employment Type: Full-Time, Permanent
Schedule: Monday–Friday, 8:00 a.m. – 4:30 p.m.
Salary: \$80,000–\$90,000 per year

Posting Date: August 17, 2026
Application Deadline: September 14, 2026

About Cesaroni Technology Incorporated

Cesaroni Technology Incorporated (CTI) is an innovative company specializing in industrial design and manufacturing. Our expertise spans research and development across four core business units:

- Ammunition component manufacturing for military and law enforcement.
- Rocket and missile propulsion system development for aerospace applications.
- Polymeric heat exchange systems for diverse industrial uses.
- Automotive test system integration for precision testing and diagnostics.

Position Overview

We are seeking an experienced **Office Manager / Controller** to join our team at our Gormley, Ontario facility. This position is responsible for maintaining the day-to-day financial and administrative operations of the company while managing payroll, human resources administration, government reporting, and general office management.

Key Responsibilities

Accounting & Financial Administration

- Manage day-to-day bookkeeping activities, including accounts payable, accounts receivable, invoicing, payment processing, and expense tracking.
- Prepare customer invoices, follow up on outstanding receivables, and maintain accurate billing records.
- Process vendor invoices and payments and maintain accurate accounts payable records.
- Enter and maintain financial transactions within the company's accounting/ERP system.
- Perform monthly bank reconciliations and investigate discrepancies to ensure financial records are accurate.
- Maintain general ledger records and support month-end and year-end financial processes.
- Coordinate with external accountants to support year-end financial statements, tax filings, audits, and other accounting requirements.
- Prepare and submit government remittances and filings, including HST/GST returns and other required regulatory reports. Maintain accurate records to support compliance with Canada Revenue Agency (CRA) requirements.
- Maintain accurate records related to licenses, registrations, insurance, and other corporate requirements.

Human Resources Administration & Payroll

- Support employee onboarding and offboarding processes, including preparing employment documentation and maintaining personnel files.
- Assist with employee benefit administration and communicate updates to employees.
- Manage day-to-day Workplace Safety and Insurance Board (WSIB) administration.
- Prepare payroll documentation, including T4 slips, Records of Employment (ROEs), and year-end payroll summaries. Process payroll accurately and on schedule. Verify employee hours, overtime, vacation usage, and payroll adjustments.

Office Administration & Operations

- Manage daily office operations, ensuring efficient administrative processes and a well-organized workplace.
- Maintain office records, filing systems, and confidential business documentation.
- Coordinate office supplies, equipment maintenance, vendor relationships, and service agreements.
- Manage incoming correspondence, phone calls, deliveries, and general administrative inquiries.
- Maintain accurate company records, including contracts, licenses, insurance documents, and business registrations.

Qualifications & Skills

- Post-secondary education in Business Administration, Accounting, Finance, Human Resources, or a related field preferred.
- 5+ years of combined experience in bookkeeping, accounting administration, office management, payroll, or a similar role preferred.
- Strong understanding of bookkeeping principles, payroll processes, and government reporting requirements. Experience with accounts payable, accounts receivable, invoicing, bank reconciliations, and financial recordkeeping.
- Experience preparing HST/GST filings and government remittances.
- Experience processing payroll and preparing T4s, ROEs, and year-end payroll documentation.
- Experience supporting HR functions, including employee records, onboarding/offboarding, payroll administration, and benefits.
- Experience with WSIB administration and reporting is an asset.
- Experience with Microsoft Dynamics 365 Business Central is considered an asset.

What We Offer

Cesaroni Technology Incorporated offers competitive compensation and a comprehensive health and benefits package, including dental, extended health care, life insurance, vision care, paid time off, and an RRSP matching program. Employees also have the opportunity to participate in company events and team activities within a professional and collaborative work environment.

Additional Information

Cesaroni Technology Incorporated is committed to a fair and accessible recruitment process. *No artificial intelligence (AI) is used to screen or filter applicants. All applications are reviewed by members of our recruiting team.*

- * This is an existing position, and we are hiring for a planned transition.
- * Candidate must have reliable personal transportation to and from the Gormley facility.
- * Candidate must be able to successfully complete a police background check required for CGRP clearance.

How to Apply

Please apply through [Indeed](https://indeed.com) with your **current resume and cover letter** or send your application to resume@cesaroni.net.

The application deadline is **September 14, 2026**.

We thank all applicants for their interest in Cesaroni Technology Incorporated. Due to the volume of applications received, only candidates selected to proceed to the interview stage will be contacted.

Candidates selected for an interview can expect to be contacted within approximately 3–5 weeks of the posting date.

We appreciate the time and effort taken to apply and thank all candidates for considering a career with Cesaroni Technology Incorporated.