

CAREER OPPORTUNITY

# Accounting & Operations Manager

Department	Employment Type	Work Arrangement
Finance & Operations	Full-Time, Permanent	On-site

## ABOUT COLUMBIA FINISHING MILLS

Columbia Finishing Mills is a textile finishing company with a long-standing reputation for quality, reliability, and close partnerships with our customers and suppliers. We operate in a dynamic, fast-paced environment and take pride in the expertise and dedication of our team. As we continue to grow and modernize — including the upcoming rollout of Microsoft Dynamics Business Central — we are looking for talented individuals who want to grow with us.

## ABOUT THE ROLE

We are seeking a motivated and versatile Accounting & Operations Manager to join our team in a newly defined hybrid role. This position is central to the smooth running of our business, combining full-cycle accounting responsibilities with hands-on involvement in human resources, regulatory compliance, and operations supervision.

This is a rare opportunity for someone who enjoys variety, takes ownership of their work, and is looking to make a meaningful contribution in a close-knit, supportive environment. The successful candidate will work alongside a dedicated team and will play a key role in our transition to a modern ERP platform — making this an exciting time to join.

## KEY RESPONSIBILITIES

### Accounting & Financial Management

- Manage the full accounts receivable cycle, including invoicing, collections, and customer account reconciliation
- Oversee accounts payable, including invoice processing, vendor payments, and cash disbursements
- Perform cash management and bank reconciliation on a regular basis
- Complete general ledger reconciliations and month-end journal entries
- Prepare monthly financial statements and management reports
- Lead year-end procedures and coordinate with external auditors
- Manage the annual budgeting process and ongoing budget reporting
- Prepare and submit government reports and filings as required
- Support special projects and financial analysis as needed

### Human Resources

- Participate in hiring and interviewing processes to support team growth
- Administer payroll and ensure accurate and timely processing
- Manage all year-end HR functions, including T4 preparation and filings
- Serve as the primary contact for employee benefits and pension plan administration

### Compliance & Administration

- Ensure the organization remains compliant with applicable labor laws, fire regulations, and other relevant regulatory requirements
- Maintain accurate records and documentation to support audits and compliance reviews

### Operations Supervision

- Supervise and provide direction to warehouse staff and the post-sales operations team
- Delegate and manage workloads to ensure timely and accurate order processing and fulfillment
- Collaborate with other departments to support seamless day-to-day operations

### ERP Transition (Microsoft Dynamics Business Central)

- Participate actively in the company's transition from SyAcc to Microsoft Dynamics Business Central
- Work closely with our ERP implementation partner to test workflows, validate accounting processes, and support staff training
- Contribute to a smooth parallel-run period, helping to ensure a successful go-live

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## WHAT WE'RE LOOKING FOR

We are flexible on credentials and open to candidates who bring the right combination of experience, skills, and attitude. The following profile describes our ideal candidate:

- A diploma or degree in accounting, business administration, or a related field — or equivalent work experience
- Solid background in full-cycle accounting, including AR, AP, payroll, and financial reporting
- Experience with or exposure to HR functions such as payroll administration and benefits management
- Comfortable working in a supervisory capacity and able to delegate effectively
- Familiarity with ERP or accounting software; experience with Microsoft Dynamics Business Central is an asset but not required
- Strong organizational skills with the ability to manage multiple priorities in a fast-paced environment
- A collaborative, team-first attitude with excellent communication skills

- Attention to detail and a genuine sense of ownership over the work

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## COMPENSATION & BENEFITS

Category	Details
<b>Compensation</b>	Competitive annual salary, commensurate with experience, plus an annual company performance bonus
<b>Medical &amp; Dental</b>	Comprehensive coverage available after 3 months of employment
<b>Pension Plan</b>	Company pension plan available after 1 year of employment

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## HOW TO APPLY

If this opportunity sounds like the right fit, we would love to hear from you. Please submit your resume and a brief cover letter to:

**Matt**

Columbia Finishing Mills  
[matt@columbiafinishingmills.com](mailto:matt@columbiafinishingmills.com)

*We thank all applicants for their interest. Only those selected for an interview will be contacted.*