

Job Title:
Accounting & Operations Manager

Location:
Burlington Ontario

About Us:

We are a growing, medium-sized business with a collaborative culture and a commitment to excellence in both our customer experience and our internal operations. As we expand, we are looking for a versatile, detail-oriented finance professional who can own the accounting function from day-to-day bookkeeping through to financial reporting and operational controls.

The Opportunity:

This is not your standard accounting role. You'll have full visibility into our finances, play a key role in improving processes, and act as a trusted partner to our leadership team. If you like the idea of rolling up your sleeves *and* thinking strategically, this role will give you both.

What You'll Do:

- Manage the full accounting cycle, including bookkeeping and financial statement preparation, and actively support the design, implementation, and continuous improvement of internal controls.
- Core Bookkeeping Responsibilities (2 locations)
 - Record and categorize all financial transactions accurately and on a timely basis
 - Maintain general ledger and ensure entries are properly coded
 - Reconcile bank, credit card, and loan accounts monthly
 - Post journal entries and adjustments as required
 - Daily bookkeeping, sales and cash reconciliations.
- Accounts Payable
 - Process vendor invoices and payments
 - Ensure proper documentation (receipts, invoices, approvals) is attached and stored
 - Reconcile vendor statements and resolve discrepancies
- Expense and Receipt Management (2 locations)
 - Organize, review, and upload receipts to accounting software (e.g., QuickBooks)
 - Match receipts to credit card and bank transactions
 - Ensure expenses are categorized correctly and consistently
 - Flag missing or unclear documentation
 - Prepare accurate and timely month-end and year-end financial statements.
- Payroll preparation
- Sales Tax Compliance (GST)
- Financial Reporting & Support
 - Prepare monthly financial reports (P&L, balance sheet, cash flow)
 - Month-end and year-end close
 - Respond to accounting and audit inquiries

- Develop and maintain budgets, forecasts, and cash flow reporting.
- Implement and monitor internal controls to safeguard company assets.
- Partner with leadership on operational efficiency, KPIs, and process improvements.
- Liaise with external accountants for tax filings, audits, and compliance matters.
- Support other administrative and operational projects as needed.

What We're Looking For:

- Diploma or degree in Accounting, Finance, or Business Administration (CPA designation or progression toward it an asset).
- 5+ years of progressive accounting experience, ideally in a small-to-medium sized business where you've worn multiple hats.
- Strong working knowledge of accounting software (QuickBooks) and advanced Excel skills.
- Proven ability to streamline processes and introduce effective financial controls.
- A balance of precision and big-picture thinking; comfortable with both day-to-day tasks and strategic projects.

What We Offer:

- Competitive salary based on experience and skills
- Opportunity to shape and grow the accounting function in a supportive, collaborative environment.

How to Apply:

Please send your resume and a brief cover letter to jamie.cullen@d2medspa.com with the subject line "Accounting & Operations Manager Application".