



Create What's Different™

Are you eager to learn both on and off the job? Do you thrive in a dynamic work atmosphere that strives for *excellence on a daily basis*? *Are you motivated by innovative and forward-thinking ideas?*

Then you've got what it takes to succeed at CWD.

### Accounts Receivable Assistant

We are currently looking for an **Accounts Receivable Assistant** to be responsible for full accounts receivable cycle functions from invoicing to collections of customer accounts.

As a full-time member of the team you will enjoy perks such as a great work-life balance, competitive health benefits, enhanced professional development subsidies, exciting company events, working within a goal driven, charismatic team and career growth opportunities.

### Key Result Areas:

#### General

- **Full Cycle:** Responsible for full-cycle accounts receivable functions, from invoicing to collections of all accounts.
- **Assurance & Accuracy:** Responsible for accurately recording customer transactions in accordance with departmental procedures and budgets
- **Reporting:** Assist with generating and reviewing reports, such as aged accounts receivable reports and daily summaries
- **Updating System:** Responsible for updating Accounting system with customer information, when necessary
- **Reconciliation:** Responsible for reconciliation of customer accounts

#### Wholesale Accounts

- **Payment Application:** Responsible for processing customer payments and entering deposits for wholesale customers
- **Collections:** Assists in making collection calls for selected targeted accounts, while maintaining excellent customer service
- **Ensuring Validation:** Responsible for processing credit memos, validating claims and filing disputes for invalid deductions

#### Retail Accounts

- **Process Payments:** Responsible for processing marketplace payments
- **Investigating:** Responsible for troubleshooting EDI and sales tax issues
- **System Review:** Responsible for maintaining and entering Resale Certificates into tax software
- **Billing:** Assist with billing and/or refunding customer orders, while ensuring proper safeguards are in place

#### Other

- **Audit:** Assist with year-end audit
- **Supporting the Team:** Assisting with any accounting related duties or projects, as assigned
- **Recommendations:** Assist with cost saving opportunities

**The successful candidate requires:**

**Education and Experience**

- College Diploma in Business Administration, Accounting, Finance or a related field
- 1-3 years related accounts receivable experience
- Experience with customer service and customer account management
- Experience managing a large number of accounts receivables
- Excellent organization and time management skills
- Excellent oral and written communication skills
- Experience using Microsoft Office (Word, Excel, Outlook)
- Ability to work in a fast paced and constantly changing environment
- Strong Excel skills would be considered an asset

If the above interests you, then apply to join a fast paced, creative, and energetic team!

**Candidates who reside within a 45 minute commute of our office will be given preference.**

**Please note: This is a 40 hour a week position based at our headquarters in Niagara Falls, ON. This position does not provide an option to work remotely.**

**Vision**

We believe all people should be empowered.

**Mission**

We create the highest performing consumer electronics that are smart, simple, and stylish.

**Core Values**

Development: We value continuous learning that leads to positive change.

Efficiency: We are committed to new processes and techniques that improve results and create value.

Innovation: We embrace creativity, discovery, and a desire to Create What's Different.

Accountability: We honour our commitments through ownership and display integrity when delivering results.

Excellence: We challenge ourselves to add value that goes beyond what is expected.

**About Us**

CWD designs, manufactures, markets and sells consumer electronics that enhance our lives.

As a pioneer in the markets of do-it-yourself video security, baby video monitors and wireless connectivity, we have successfully applied the principles of innovation and superior technology to a dynamic range of product categories. We are committed toward consistently exceeding consumer expectations and changing the way people think about:

- \* Baby Safety Devices
- \* Do-it-yourself Video Security
- \* Wireless Connectivity Products
- \* Home Theater Audio
- \* Retro Music Systems
- \* Clock Radios
- \* Karaoke Systems