



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 Position

We are currently looking for an **Accounts Receivable** Team Member 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 the Accounting system with customer information, when necessary
- **Reconciliation:** Responsible for the reconciliation of customer accounts
- **Investigating & Problem Solving:** Responsible for analyzing accounts and resolving issues independently

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 account management
- Experience managing a large number of accounts receivables
- Excellent organization and time management skills
- Excellent oral and written communication skills
- Strong understanding of accounts receivable cycle and related journal entries
- 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, 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