

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.

Senior Accounts Payable

We are currently looking for a **Senior Accounts Payable** to monitor the entire accounts payable cycle to support our vendors while mitigating the company's risk.

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.

This role is solely responsible for coordinating with various departments across the organization to ensure vendors are paid on time, bills are coded properly and reports on expenses.

Key Result Areas:

Accounts Payable

- **Full Cycle:** Responsible for a full accounts payable cycle (i.e. billing, payments, bill credits etc.)
- **Assurance & Accuracy:** Responsible for accurately entering bills and purchase orders in accordance with departmental procedures and budgets
- **Ensuring Validation:** Responsible for validating bills through approval signatures, accurate account coding and matching to purchase orders
- **Updating Vendor Status:** Responsible for reconciling vendor statements and provide status updates
- **Payment Preparation:** Responsible for developing, planning and coordinating all necessary activities to prepare payments via wire, cheque, import letter of credit etc.
- **Examining Payables:** Responsible for reviewing and analyzing monthly aged payables listing
- **Identifying Transactions:** Responsible for identifying and researching discrepancies in Accounts Payable transactions and system setup
- **Reconciliation:** Responsible for reconciling petty cash and disbursements, including US and foreign currency, credit card statements, and processing corporate credit card transactions.
- **Investigating & Updating Records:** Assisting with analyzing profit and loss expense accounts to ensure records are complete, accurate and properly classified
- **Facilitating:** Assisting with monthly bank reconciliations and weekly cash flow analysis
- **Reporting & Recommendations:** Assisting with reporting for cost analysis and recommend saving opportunities
- **Teamwork:** Assisting other departments with report requests

Other

- **Supporting the Team:** Assisting with any accounting related duties or projects, as assigned
- **Administration:** Process photocopies and file documents and records & Mail distribution
- **Audit:** Assist with year-end audit

The successful candidate requires:

Education and Experience

- College Diploma in Business Administration, Accounting, Finance or a related field
- 2-5 years' experience in an accounts payable role
- Intermediate Microsoft Office and Excel Skills
- Exceptional organizational and time management skills
- Excellent oral and written communication skills

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

From conception to launch, over 100 talented professionals work to ensure all of our products undergo the same intensive, completely in-house development and design process, resulting in the uncompromising quality and industry-leading performance that consumers trust.

The letters 'CWD' are shorthand for the empowering philosophy that drives every aspect of what we do – Create What's Different.

CWD is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environment. We will accommodate the needs of the applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Department to ensure your accessibility needs are accommodated throughout this process. Information received relating to accommodation measures will be addressed confidentially.