

CWD designs, markets & sells the highest performing consumer electronics that are smart, simple, and stylish. From high fidelity turntables to wireless video connectivity systems, we create innovative products that empower people. Our success is measured in our customer satisfaction ratings and dedicated following. We have been in business since 1961 and our creations can be found in millions of homes. Together in teams, as a company, as a community, we are committed to  
Creating What's Different!

CWD is looking for an **Accounting Assistant (6-Month Contract)** to join our exceptionally talented and collaborative team! Reporting to the Accounting Manager at our Niagara Falls location, the successful candidate will be responsible for assisting with accounts payable and general accounting functions.

If you are someone that likes a challenge and are continuously striving for excellence, then this is the perfect opportunity for you!

#### **What We Offer:**

- Team events
- 50% off on CWD brands

#### **Key Responsibilities:**

##### ***General Accounting & Reporting Support***

- Set up month-end financials closing and reporting templates
- Update formulas and links for the monthly closing and reporting templates
- Compile data for month-end accrual expense entries
- Compile data for month-end prepayments amortization
- Maintain the Fixed Assets Register and prepare monthly reconciliation,
- Prepare monthly depreciation expenses table and related journals
- Set up the corporate budget template and update prior year's data
- Post budget misallocations from departmental budget worksheets
- Maintain a checklist for month-end closing routine and follow-up progress monthly
- Assist with verifying anomalies in AP/AR aging reports and bank reconciliations
- Process HD&RT allocation
- Assist with setting-up tables and spreadsheets for monthly reports
- Assist with monthly GL account analysis and reconciliation, (banks, inventory, accruals, etc.)

##### ***Administrative***

- Input data with accuracy
- Collect, sort, and distribute all accounting related mail
- Process photocopies
- Maintain appropriate filing for vendors and general accounting documents
- Work on projects within the department and across the organization

***Other***

- Participate in continuous process improvement initiatives
- Undertake related duties as assigned to achieve the objectives and company goals

**Qualifications:**

- High School Diploma
- One (1) year of related experience
- Proficiency using Microsoft Office (Word, Excel, Outlook)
- Experience managing a large volume of data
- Excellent organization and time management skills
- Analytical and highly motivated self-starter
- Detail oriented problem solver
- Strong communication and interpersonal skills
- Ability to work in a fast-paced ever-changing environment

***You Will Stand Out If:***

- You have experience using ERP systems
- You have intermediate Microsoft Excel knowledge (VLOOPUPS, Pivot Tables, IF Statements)

This is a full-time 6-month contract role working 40 hours a week. Our hours of operation are 8:15am to 5:00pm Monday to Friday.

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