

CWD is looking for an Accounts Receivable/Payable Assistant that will be responsible for the full cycle of accounts receivable/payable functions, from ensuring proper invoicing, fulfillment/settlement, and timely uploading settlement/payment reports, reconciling, and generating appropriate journal entries in the Company's ERP system (NetSuite).

If you're ready for the opportunity to strive for excellence on a daily basis then you've got what it takes to succeed at CWD!

Accounts Receivable/Payable Assistant – 3 Month Contract

- Location – Niagara Falls, ON
- Working Hours: Monday – Friday, 8:15 am-5:00 pm on site
- Other perks, 50% off on CWD brands, team event, & more.
- Company website: www.cwdlimited.com

About Us

CWD designs, markets & sells highest performance 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 cult-like 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

The successful candidate will be responsible for:

Collections and Accounts Receivables

- Carry-out the full accounts receivable cycle (invoicing, collection, deposits, credit memos, etc.)
- Accessing and uploading payment information provided by Marketplaces' Portal websites
- Summarize the data in a format comparable to data in Company's ERP system
- Create credit memos for all deductions such as (returns, fines etc.)
- Apply the payments and credit memos information to outstanding invoices
- Reconcile sales/settlement information of marketplaces and brand websites and investigate/analyze discrepancies
- Follow-up and investigate charge-back notices and follow-up its settlement
- Analyzing accounts receivable Aging Reports and resolve anomalies
- Processing return authorization and assist with customers refunding processes

- Analyze and validate all deducted charges (fees, commission, etc.) made by marketplaces

- Responding to all Accounts Receivable related internal and external inquiries
- Assisting with troubleshooting EDI issues
- Coordinating with collection agencies for the recovery of delinquent accounts.

Accounts Payables:

- Full accounts payable cycle (billing, payments, debit/credit notes, reconciliations, etc.)
- Accurately entering bills and purchase orders in accordance with CWD procedures and budget parameters.
- Preparing payments via wire, cheque, etc.
- Preparing vendors statement of account.
- Reconciling credit card statements, tracking balances, and preparing settlement.

Account Management:

- Responding to customers and vendors inquiries and resolving issues or concerns.
- Set-up of new customers/vendors and updating ERP (NS) system with customer/vendor information, when necessary.
- Set-up new and update existing marketplace accounts information as and when required
- Resolve and Accounts Receivable/payable issues as applicable.

Other

- Undertake related duties as assigned to achieve the objectives and company goals.
- Assisting with year end and other audits.

Education & Experience

- College Diploma or University Degree in Accounting, Finance, or related field
- 3-5 years related accounts receivable experience
- Experience with customer service and customer account management
- Experience collecting from large, Multi-National Accounts
- Experience managing a large number of accounts
- Excellent organization and time management skills
- Analytical and highly motivated, self-starter
- Detail oriented
- Proficiency using Microsoft Office (Word, Excel, Outlook)
- Strong, organization, communication, and interpersonal skills
- Ability to work in a fast paced and constantly changing environment