

CWD is a place for people that love to learn and grow. Our culture is challenging and collaborative. We give a deep sense of purpose to create amazing solutions that are truly different and empower our customers. Our goal is always to build strong, diverse teams of innovative people and give them the tools to succeed.

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

### **Accounts Payable Assistant-Full time**

- Location: Niagara Falls, ON
- Working Hours: Monday – Friday, 8:15 am-5:00 pm on site
- Benefits: Full comprehensive (dental, medical and eye) 80/20 split-Family coverage
- Other perks: annual professional development fund, RRSP, fitness incentives, relocation expense, 50% off on CWD brands, team events & many more
- Company website: [www.cwlimited.com](http://www.cwlimited.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.

### **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.
- **Preparing Accounts & Reports:** Prepare variance analysis of profit and loss and balance sheet accounts and other month/quarter/year end reports.
- **Audits:** Prepare reports for auditors for yearly audits and provide help to facilitate yearly audits.
- **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

#### **The successful candidate requires:**

##### **Education and Experience**

- Undergraduate in Accounting, Finance or a related field
- 2-5 years' experience in an account's payable role
- Intermediate Microsoft Office and Excel Skills
- Exceptional organizational and time management skills
- Excellent oral and written communication skills
- Experience working with an ERP system, preferably NetSuite

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