

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 **Accounts Receivable & Accounts Payable Assistant** 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 the full cycle of accounts receivable & payable functions. From ensuring proper invoicing, fulfillment & settlement, and uploading settlement & payment reports in a timely manner, to reconciling and generating appropriate journal entries in the Company's ERP system (NetSuite)!

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:

- Full comprehensive benefits (dental, medical and eye) 80/20 split-family coverage
- Annual professional development fund
- RRSP Match
- Fitness incentives
- Team events
- 50% off on CWD brands
- Relocation expense

Key Responsibilities:

Accounts Receivables

- Carry out the full accounts receivable cycle
- Access and upload payment information provided by Marketplaces' Portal websites
- Reconcile sales and settlement information of marketplaces and brand websites and investigate and analyze discrepancies in Excel
- Analyze accounts receivable aging reports and resolve anomalies
- Analyze and validate all deducted charges (fees, commission, etc.) and fees charged by payment facilitators (PayPal, Amex, etc.) and made by marketplaces
- Summarize data in a format comparable to data in the Company's ERP system
- Create credit memos for all deductions (returns, fines, etc.)
- Apply payment and credit memo information to outstanding invoices
- Respond to all accounts receivable related internal inquiries
- Assist with troubleshooting EDI issues
- Coordinate with collection agencies for the recovery of delinquent accounts

Accounts Payables

- Carry out the full accounts payable cycle (payments, debit/credit notes, reconciliations, etc.)
- Accurately enter vendor bills and purchase orders in accordance with Company procedure and budget parameters
- Prepare payments via wire, cheque, etc.
- Prepare vendor's statement of account
- Reconcile credit card statements, tracking balances and preparing settlements
- Reconcile purchase orders

Account Management

- Respond to vendor inquiries and resolve any issues or concerns
- Set-up new and update current vendor information in the ERP system (NetSuite) when necessary
- Set-up new and update current marketplace account information when required
- Resolve accounts receivable and accounts payable issues as applicable

Other

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

Qualifications:

- College diploma or university degree in Accounting, Finance, or another related field
- Two (2) years of accounting experience
- ERP experience required
- Proficiency using Microsoft Office
- Intermediate Microsoft Excel knowledge (VLOOPUPS, Pivot Tables, IF Statements)
- 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 NetSuite
- You have a strong accounts receivable background in an e-commerce environment
- You have experience in filing Canadian GST/PST/HST and US sales taxes

This is a full-time permanent 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!