



CDS TRANSLOAD
CDS COLD STORAGE
CDS CUSTOMS SERVICES LTD
CANADIAN DRY STORAGE LTD
CANADIAN DISTRIBUTION SERVICES LTD

Accounting Technician (AP)

Pay Range: \$50K - \$60K

Posted: March 14, 2024

About Us:

CDS Group of Companies is the single contact for National and International clients looking for efficient and cost-effective supply-chain solutions for the Canadian market.

Specializing in Ambient, Refrigerated, and Frozen supply chain food and beverage services, we strive to offer exceptional customer service to our clients, while promoting opportunity, and a team-first environment for our team. Our services include multi-temperature warehousing, distribution, freight and transportation management, pick and pack fulfilment, cross-docking and transloading. A true "one-stop shop" operation, we can handle products from grocery to consumer goods for any company looking to improve their supply chain throughout Canada and from Canada to cross-border and international markets.

About the Team:

The Finance team is committed to ensuring the finances of the company run smoothly and that we maintain healthy relationships with our vendors. Dedicated to finding the best technology solution for our needs today and into the future, this team welcomes ideas! We believe in focusing to get the job done, while fostering a fun team atmosphere.

What You'll Do:

- Perform accounting and clerical duties related to the efficient maintenance and processing of accounts payable transactions.
- Review and verify invoices and check requests.
- Identify and clarify any unusual invoice items.
- Sort, code, and match invoices.
- Generate cheques and EFT for supplier's payments.
- Enter and import invoices into system.
- Reconcile accounts payable transactions.
- Prepare analysis of accounts.
- Research and resolve invoice discrepancies and issues.
- Correspond with vendors and respond to inquiries.

Who You Are:

- Possess excellent communication skills, both oral and written. Good command of the English language.
- A fast learner, well-organized, detail and customer-oriented self-starter.
- Team-oriented; skilled at establishing and maintaining effective working relationships with internal and external customers of all levels.
- Demonstrated ability to exercise sound judgment, analytical thinking, ability to work independently, prioritize duties, and follow tasks through to completion.
- Good understanding of the bookkeeping aspects of AP.
- Time management- work within mandatory deadlines/timelines.
- Strong computer, organizational & administrative skill.
- Proficiency with MS Office and experience in MS Dynamics GP is an asset.
- Able to pass criminal background check.

How to Apply: Interested applicants should submit their resume to hr@cdsltd.ca. No agencies please. Internal applications are welcome! You must be employed for at least 6 months to be eligible to apply.