



## Accounting Assistant – AR & AP

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We're passionate about play. We believe that bringing play to communities makes the planet more livable and socially just. With thousands of installations across the world, we're excited to be a part of the movement toward a healthier, happier, global community by offering innovative aquatic play solutions designed for developing minds, thrill seekers, budding explorers, and the young at heart.

Our work culture is important to us and we believe that with a team of people who **CARE** we can achieve amazing things. From tacking a weld to putting the final touches on a piece of ad copy, we believe that every task we undertake is important and deserves our utmost **COMMITMENT**, an **ATTITUDE** that anything is possible, mutual **RESPECT**, and a level of **EQUALITY** that invites collaboration.

We're always looking for exceptional people to join the Waterplay Group of Companies. If you like working in a fast-paced, dynamic environment, have a passion for play, and truly **CARE**, then we'd love to hear from you.

### Position Overview:

Waterplay is seeking a highly organized and motivated individual to join our Finance team. The Accounting Assistant will be responsible for managing the daily accounts receivable and accounts payable functions, while providing clerical support for the Finance team, as well as providing coverage for reception activities.

### Key Responsibilities:

- Process and distribute invoices daily for customer shipments
- Receiving, recording and depositing customer payments
- Processing vendor invoices and confirming proper approvals
- Accounts payable verification, coding and entry
- Generating and distributing bi-weekly cheque runs
- Correspond with customers and vendors regarding account and payment status
- Receiving, recording and reconciling credit card and employee expense reports
- Other data entry and account reconciliations as required
- Preparation of daily huddle KPI's
- Administer office security (phones, alarms, codes, keys, etc.)
- Maintain and keep updated the Emergency Contact List
- Provides coverage for reception duties



## The Ideal Candidate

- Highly organized
- Control of paper flow for capturing and recording daily business transactions
- Understanding and confirmation of appropriate approval processes
- Data processing
- Clerical accuracy and attention to detail
- Managing processes and process improvement, recognizing the value of different approaches
- Excellent verbal and written communication skills
- Strong time management and multi-tasking skills, with the ability to prioritize tasks
- Strong sense of discretion and professionalism
- Ability to work independently and in team environments
- Self-motivated

## Education and Experience

- Proven work experience as in an Accounts Receivable and Accounts Payable, or similar roles
- Working knowledge of MS Office (Outlook, Excel, Word)
- Previous experience with CRM an asset
- Experience with fully integrated accounting software (Sage, Simply, Quickbooks, etc)
- General bookkeeping experience an asset
- Post-secondary diploma or degree a plus
- Basic math skills

In addition, please send your resume and salary expectations with a cover letter to [careers@waterplay.com](mailto:careers@waterplay.com) with “**Accounting Assistant – AR & AP**” in the subject line or via mail to:

Attention: Careers  
Waterplay Solutions Corp.  
805 Crowley Ave  
Kelowna, BC Canada  
V1Y 7G6

\*No phone calls or drop-ins please.\*