



www.csc-led.com | info@csc-led.com

ONTARIO HEAD OFFICE

8 - 540 Jamieson Parkway
Cambridge, ON, N3C 0G5

519-880-9833 / 1-888-900-9885

BRITISH COLUMBIA OFFICE

1140 - 2375 Fremont St
Port Coquitlam, BC, V3B 0N9

778-730-0448

ALBERTA WAREHOUSE 13 - 2355 52 Ave SE, Calgary, AB, T2C 4X7 | 403-907-0212

Nov 25, 2025

To the Hiring Manager,

I am pleased to recommend Leanne Smith, who has worked with CSC LED Corp. for the past five years in our Accounting Department in the Accounts Payable/Accounts Receivable role. As her direct supervisor, I have seen firsthand how professional, reliable, and technically strong she is. She quickly became someone our team could always count on.

Leanne managed the full AP/AR cycle, including invoices, payments, reconciliations, credit memos, customer and vendor records, and monthly sales tax filings (HST, GST, QST, PST). She handled discrepancies independently, maintained accuracy across hundreds of active customer and vendor accounts, and used both QuickBooks Online and our ERP system with a high level of proficiency. She oversaw all account related communications with consistency and care.

Beyond her daily responsibilities, Leanne made meaningful contributions to improving our internal processes. She collaborated closely with our Order Desk, Returns, and IT teams to streamline workflows. Her steady and thoughtful approach to problem solving made her a key contributor in developing several ERP modules, including:

- a bulk invoice export function,
- an overdue invoice flagging system with automated customer email notifications,
- refinements to the credit memo module to correctly incorporate discounts,
- improved accuracy for payment terms, and
- an upcoming automatic statements module to streamline monthly customer communications.

These improvements reduced manual workload, increased transparency, and significantly improved our AR aging performance.

Leanne also presented at all our company-wide quarterly meetings, providing clear and well-prepared updates. She is also genuinely a pleasure to work with – positive, thoughtful, and committed to her own growth, including pursuing her CPA and completing two postgraduate accounting certificates at York University.

I recommend Leanne without hesitation for the position she is pursuing. Any organization would be lucky to have her. If you require any further information, please feel free to contact me.

Anna Bracey

Controller, CSC LED Corp.

accounting@csc-led.com

519-880-9985 ext. 101