



## UNDERCAR PLUS

## JOB DESCRIPTION

**Title:**  
**Department:**

**Account Receivable Clerk**  
**Finance**

### Summary

We are seeking an accounts payable clerk to be responsible for processing all invoices received for payment.

### Responsibilities

- Perform day to day management of all invoices and credits.
- Keep track, process payments and expenditures, including purchase orders, invoices, statements, checks, refunds.
- Perform correct sorting, filing, coding and matching of invoices/receipts
- Regularly tabulate data and compile necessary reports

### Requirements

- Proven working experience as accounts payable clerk
- Solid understanding of basic bookkeeping and accounting payable principles
- Proven ability to calculate, post and manage accounting figures and financial records
- Data entry skills along with a knack for numbers
- Experience with spreadsheets
- Proficiency in English and in MS Office
- Customer service orientation
- High degree of accuracy and attention to detail