



**Position Title: Accounts Payable Clerk**

Hands-on professional with great experience in accounts payable processing. Process high level of AP invoice transactions.

- Reconcile vendor Statements.
- File invoices
- Voucher Match POs to invoices
- Resolve discrepancies with purchasing and vendors

**Qualifications and Skills:**

- Punctual
- Efficient and effective
- Detail oriented and dedicated person
- Must have great communication skill
- Knowledgeable in Excel and an ERP system with preference to Knowledge with JD Edwards ERP AP module.

**Company Overview:**

Westcon Group is the world's leading specialty distributor in networking, security, mobility and convergence. We provide the most effective route to market for our vendors, the highest levels of support to our customers and through our success and growth, the industry's best employee experience. We are comprised of individual operations under the Comstor (Cisco-focus), Voda One (Avaya-focus) and Westcon (Nortel-focus) brands, creating a global distribution business throughout North America, Africa, Asia, Australia, Europe and South America.

**Vision:** We believe that building and enabling unique and effective routes to high growth advanced technology markets is key to ensuring fundamental growth for customers and manufacturers. We achieve this through recruitment, retention and delivering ongoing value to best of breed and best in class vendors/manufacturers, customers and employees.

Visit our website at [www.westcon.com](http://www.westcon.com) for more information.

*Westcon Group is an AA/EO employer and actively seeks candidates from diverse backgrounds.*