

Job Title: **Invoicer**

Reports to: Transport, Maintenance & Customer Service Supervisor

Location: Belize City

General Purpose of Position:

The Invoicer is responsible for accurately processing and billing all fuel and non-fuel orders in compliance with established company standards. This includes verifying product details, inputting orders into the system, ensuring invoice accuracy, and maintaining financial records. The role requires attention to detail, strong organizational skills, and the ability to work efficiently to support seamless financial transactions and customer service.

Key Responsibilities

- Input and process orders in the system accurately.
- Verify order details, including:
  - Product requested by the client
  - Matching system unit with the terminal unit
  - Requested volume and load date
- Review and confirm invoice dates before finalization.
- Complete the final closing process for invoices.
- Maintain records of consumption, invoices, and order formats.
- Identify and report system errors to the Customer Service Center for resolution.
- Coordinate with vendors and buyers to resolve billing discrepancies and ensure invoice accuracy using shipping records.
- Enter and maintain invoice data in bookkeeping or accounting software for accurate financial record keeping.

Job Requirements

Knowledge:

- **Minimum Education:** Associate Degree in accounting, business, or related field (technical training/certification a plus) is required.
- **Experience:** 3-5 years in accounting or similar role is required.

Skills & Abilities:

- **Technical Skills:** MS Office, accounting software, data entry, attention to detail, and strong communication skills are required.
- **Language Skills:** Must have a good working knowledge of English (reading, writing, speaking).
- **Other:** Ability to work independently or in a team, capable of understanding and executing complex instructions with accuracy and efficiency, customer-focused, and results-driven.