

## Job Description

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**ROLE:** Accounts Payable Executive

**SALARY AND BENEFITS:** Negotiable

**REPORTS TO:** Manager – MIS & Accounts Payable

**SITE:** GHPL, Vadodara

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### PRIMARY RESPONSIBILITIES:

- Calculate post business transactions, process invoices, verify financial data for use in maintaining accounts payable records and provide other necessary clerical support to pay the obligations of the organization.
- Clarify any questionable invoice items, prices or receiving signatures.
- Obtain proper information and/or data regarding invoice payments.
- Assemble invoices to be completed for payment.
- Verify and calculate all extensions and totals on invoices (calculating and taking discounts when applicable).
- Review invoices and requisitions for satisfactory payment approval.
- Pays vendors by monitoring discount opportunities; verifying federal id numbers; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments.
- Any other duties as and when required.

### SECONDARY RESPONSIBILITIES:

- Review all invoices for appropriate documentation and approval prior to payment.
- Respond to all vendor inquiries.
- Assist in month end closing.
- Maintain files and documentation thoroughly as well as accurately, in accordance with company policy and accepted accounting practices.
- Reconcile bank statements.

### ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES:

- Bachelor's Degree in Accounting, Finance or related discipline.
- 3+ years of experience in accounts payable.
- Ability to use Microsoft productivity software such as Excel and Word.
- Familiarity with Accounting Software.
- Viewpoint preferred, however not required.
- Must have a strong work ethic.
- Strong organizational ability and a self-starter.
- Ability to follow standard filing procedures.
- Excellent attention to detail, professional attitude, reliable.
- Effective corporate communications skills.
- Ability to consistently meet all deadlines.

**Job Timings:** Monday to Friday and may have to come in on Saturday if required, to suit UK working timings, From March to October India timing is 13:00 to 22:00 this changes to 14:00 to 23:00 in October until March.

**Cab services available for Female candidates (Pickup & Drop).**