

Infosys Recruitment 2023 – 2+ Years Experince Required – Accounts Payable Post

Hiring organization
Infosys

Job Location

India
Remote work from: India

Date posted
March 27, 2023

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Valid through
31.12.2025

Base Salary

Rs. 20,000 - Rs. 35,000

APPLY NOW

Qualifications

12th Passed/Graduate

Employment Type

Full-time

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Description

Infosys Recruitment 2023

The Accounts Payable Post is responsible for the accuracy of the Accounts Payable records, ensuring that all payments are processed in a timely and accurate manner. This individual will also be responsible for the maintenance of vendor files, and the generation of weekly and monthly reports detailing payments made and outstanding.

Infosys Jobs Near Me

Qualifications:

- Minimum of two years experience in accounts payable
- Strong math skills and attention to detail
- Proficient in Microsoft Office Suite and accounting software
- Ability to work independently and take initiative

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Infosys Jobs For Freshers

The Marketing Director will work with the CEO to develop, execute and manage the overall marketing strategy

Responsibilities:

- Verify invoices for accuracy and completeness
- Enter invoice information into accounting software
- Post invoices to accounts payable ledger
- Check for vendor discounts and approve payments
- Prepare monthly reports
- Analyze discrepancies and resolve issues
- Communicate with vendors

Important Links

Find the Link in [Apply Now](#) Button

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