



<https://bestjob.jobsareahub.com/job/swiggy-recruitment-2023-2-years-experince-required-accounts-payable-post/>

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

Hiring organization
Swiggy

Job Location

India
Remote work from: India

Date posted
March 30, 2023

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Valid through
31.12.2025

Base Salary

Rs. 19,000 - Rs. 29,000

APPLY NOW

Qualifications

12th Passed/Graduate

Employment Type

Full-time, Work From Home

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Description

Swiggy Recruitment 2023

The Accounts Payable Post is responsible for verifying, organizing and posting all invoices for payment. This position is also responsible for preparing monthly reports, analyzing discrepancies and communicating with vendors.

Swiggy Jobs Near Me

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

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Work From Home Jobs

Requirements:

- -Minimum of two years experience in accounts payable
- -Strong math skills and attention to detail

- -Proficient in Microsoft Office Suite and accounting software

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

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