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| **JOB DESCRIPTION** |
| **I. JOB DETAILS** |
| **Job Title** | **Sr. Executive – Accounts Payable** |
| **Function** | Finance & Accounts | **Location** | Noida |
| **Direct Reporting to:** |  Manager Finance &  Accounts  | **Matrix Reporting to:** |  Finance Controller |
| Brief Introduction: Vision India is a Business Conglomerate having three business verticals - Staffing, Skilling & Advisory Services. With 32000 Associate base and 150 Indian, MNC and Government of India/ State(s) entities proudly listed in our clientele, we offer an assurance of proven credentials in the Staffing domain with a range of Organizations in India, South East Asia and Middle East. We wear ISO 9001, ISO 21001:2018, ISO 10002, ISO 14001, ISO/ IEC 20000, ISO 27001 and OHSAS 18001 Certifications and sustain unwavering focus on delivering quality services to our Clients enabling them to achieve Business Goals with cost efficacy.It has been growing top line consistently over the last many years. It stands proudly at Rs. 170 Crore of Revenue for the year 2020-21. Recording growths close to 50% YoY over the last couple of years. It’s poised for much sharper top line growth in the ensuing years on the back of huge projects commissioned in 2022-23 as well as strong fundamentals on staffing side. |
| **II. JOB PURPOSE** |
| Incumbent will be responsible to keep track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc. Reconciling processed work by verifying entries and comparing system reports to balances. Maintaining historical records & paying employees by verifying expense reports and preparing pay checks. |
| **III. KEY RESPONSIBILITIES** |
| * Process outgoing payments in compliance with financial policies and procedures
* Perform day to day financial transactions, including verifying, classifying, and recording accounts payable data
* Reconcile the accounts payable ledger to ensure that all bills and payments are accounted for and properly posted.
* Verify and investigate discrepancies, if any,
* Facilitate payment of invoices due by sending bill reminders and contacting clients
* Generate reports detailing accounts payables status
* Understand expense accounts and cost centers
* Understands compliance issues around accounts payable processes
* Should have rich experience on working in Tally 9.
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| **IV. KEY PERFORMANCE INDICATORS** |



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| **Measurable Deliverables** | * Timely Payment
* Accuracy
* In Time Data & Records
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| **V. QUALIFICATIONS, CERTIFICATIONS AND EXPERIENCE** |
| **Minimum Qualifications** | B.Com  |
| **Specific experience** | Minimum 2 to 4 Years with hands on experience in Tally 9 |
| **Overall experience** | 2 to 4 Years |
| **VI. KEY INTERACTIONS** |
| **Key Internal Contacts** | **Nature or purpose of interaction** |
| * Business / Function Heads
 | Understand transactions as per the business |
| * Corporate IT Software Team
 | Automation / Digital initiatives |
| * Payroll
 | NA |
| * **Key External Contacts**
 | **Nature or purpose of interaction** |

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