



<https://jobs.govhelp.in/job/accounts-payable-icici-bank-jobs-in-bangalore-sub-fgn-post-bangalore/>

Accounts Payable – ICICI Bank Jobs In Bangalore Sub FGN Post, Bangalore

Hiring organization
ICICI Bank

Job Location

Bangalore Sub FGN Post, 560025, Bangalore, Karnataka, India

Date posted
June 5, 2023

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Valid through
31.12.2023

Base Salary

Rs. 17,000 - Rs. 23,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

ICICI Bank Jobs

Job Description: Accounts Payable

Position: Accounts Payable Location: Bangalore Sub FGN Post, Bangalore
Company: ICICI Bank

Job Summary: We are currently seeking a detail-oriented and organized individual to join our team at ICICI Bank as an Accounts Payable professional. As an Accounts Payable specialist, you will be responsible for managing the timely and accurate processing of payments to vendors and suppliers. Your primary focus will be on ensuring the integrity of financial transactions, reconciling accounts, and maintaining proper documentation. The ideal candidate for this position should possess strong analytical skills, attention to detail, and a solid understanding of accounting principles and practices.

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ICICI Bank Careers

Responsibilities:

1. Invoice Processing: Receive and review vendor invoices, verifying accuracy and completeness of information. Ensure that invoices are properly authorized, coded, and classified according to accounting standards. Enter invoice data into the accounting system accurately and promptly.
2. Payment Processing: Coordinate and process payments to vendors and

suppliers in a timely manner, adhering to payment terms and company policies. Prepare payment runs, generate payment files, and initiate electronic fund transfers or issue checks as appropriate. Maintain proper documentation and records of payment transactions.

3. **Account Reconciliation:** Reconcile vendor statements with accounts payable records to ensure accuracy and resolve any discrepancies or outstanding issues. Monitor accounts payable aging and follow up on outstanding invoices or credit notes. Investigate and resolve payment-related inquiries from vendors or internal stakeholders.

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ICICI Bank Jobs Near Me

Skills and Qualifications:

- Bachelor's degree in Accounting, Finance, or a related field is preferred.
- Strong understanding of accounting principles and practices, specifically in the area of accounts payable.
- Experience in accounts payable processes and familiarity with relevant accounting software and tools.
- Proficiency in MS Excel and other office productivity tools.
- Strong analytical and problem-solving skills.
- Excellent attention to detail and accuracy.
- Good communication and interpersonal skills.
- Ability to prioritize and manage multiple tasks effectively.
- Knowledge of taxation and statutory requirements related to accounts payable is a plus.

Important Links

Experience with SAP or other ERP systems is a plus

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

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