



<https://jobroll.govhelp.in/job/ecom-express-recruitment-2023-jobs-for-freshers-accounts-payable-posts/>

Ecom Express Recruitment 2023 – Jobs For Freshers – Accounts Payable Posts

Hiring organization
Ecom Express

Job Location

India
Remote work from: India

Date posted
August 25, 2023

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Valid through
31.12.2023

Base Salary

USD 16,000 - USD 30,000

APPLY NOW

Qualifications

12th Passed

Employment Type

Full-time

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Description

Ecom Express Recruitment 2023

The Accounts Payable Associate is responsible for the timely and accurate processing of invoices, maintaining accounts payable records, and resolving payment issues. The ideal candidate will have strong accounting and analytical skills, as well as excellent communication and interpersonal skills.

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Ecom Express Jobs Near Me

Responsibilities:

- Process invoices and payments in a timely and accurate manner
- Maintain accounts payable records
- Resolve payment issues
- Collaborate with vendors and other departments to ensure smooth payment processing
- Prepare reports and analysis on accounts payable
- Stay up-to-date on accounting and regulatory changes

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Ecom Express Careers

Skills:

- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Ability to handle multiple tasks simultaneously.
- Proficient in Microsoft Office Suite.
- Experience with delivery management software.

Qualifications:

- Bachelor's degree in accounting or related field
- 1-3 years of experience in accounts payable
- Strong accounting and analytical skills
- Excellent communication and interpersonal skills
- Proficient in Microsoft Excel and other accounting software

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

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