

Kotak Mahindra Bank Careers For Freshers - Accounts Payable/Bank Job

Hiring organization
Kotak Mahindra Bank

Job Location

India
Remote work from: IND

Date posted
January 20, 2024

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Valid through
31.08.2024

Base Salary

USD 15 - USD 29

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Kotak Mahindra Bank Careers For Freshers

In this role, you'll play a crucial part in maintaining the bank's financial health by handling the accounts payable function with dedication and efficiency. You'll be responsible for processing invoices, verifying payments, maintaining accurate records, and ensuring timely payments to vendors. You'll also work closely with other departments to resolve discrepancies and keep the financial flow seamless.

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Kotak Mahindra Bank Jobs Near Me

Responsibilities:

- Accurately review and process invoices for goods and services received.
- Verify vendor information and contracts to ensure invoice accuracy.
- Prepare and process payments to vendors within established deadlines.
- Reconcile accounts payable records with vendor statements.
- Research and resolve discrepancies in invoices and payments.
- Maintain detailed records of all accounts payable transactions.
- Communicate effectively with vendors and internal stakeholders.
- Stay updated on relevant accounting principles and procedures.

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Infosys Careers

Skills:

- Strong analytical and problem-solving skills.
- Excellent attention to detail and accuracy.

- Proficiency in accounting software, preferably with experience in SAP or similar systems.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Excellent time management and organizational skills.

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