# Zomato Recruitment 2023 – Jobs For Freshers – Accounts Payable Post

**Hiring organization**
Zomato

**Job Location**
India
Remote work from: India

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**Date posted**
September 1, 2023

**Valid through**
31.12.2023

APPLY NOW

**Base Salary**
USD 38,000 - USD 42,000

**Qualifications**
12th Passed & Graduate

**Employment Type**
Full-time

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**Description**

## Zomato Recruitment 2023

The Accounts Payable Associate is responsible for the timely and accurate processing of invoices for goods and services received by Zomato. This includes verifying the accuracy of invoices, matching them to purchase orders, and ensuring that payments are made on time. The Accounts Payable Associate will also work with vendors to resolve any payment issues.

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**Zomato Jobs Near Me**

**Responsibilities:**

- Process invoices for goods and services received by Zomato.
- Verify the accuracy of invoices.
- Match invoices to purchase orders.
- Ensure that payments are made on time.
- Work with vendors to resolve any payment issues.
- Maintain accounts payable records.
- Prepare monthly reports on accounts payable activity.
- Assist with other accounting tasks as needed.

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**Zomato Careers**

**Skills:**

- Strong attention to detail.
- Excellent problem-solving skills.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Excel and other accounting software.
- Experience with accounts payable software is a plus.

**Qualifications:**

- Bachelor's degree in accounting or a related field.
- 1-2 years of experience in accounts payable.
- Strong knowledge of accounting principles and procedures.
- Ability to work independently and as part of a team.
- Excellent communication and interpersonal skills.

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

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