

**Title:**

**Executive/Accounts Assistant**

The Executive/Accounts Assistant will be responsible for entering customer and vendor invoices, reconciling vendor and customer's statements, running checks, preparing bank deposits and verifying posting of accounts.

**Duties & Responsibilities:**

**Account Receivable**

- Receives and receipts cash items and third party payments; posts and reconciles payments to ledgers.
- Reviews credit balances, refunds, adjustments, and claim denials; reconciles, corrects, and applies adjustments to billing records.
- Balances daily batches and reports; prepares income reports and statistics; distributes reports.
- Performs a variety of general clerical duties, including telephone reception, mail distribution, and other routine functions.
- Ensures strict confidentiality of financial records.
- May assist in preparing documentation and responses for legal inquiries, litigation, and court appearances.
- Performs miscellaneous job-related duties as assigned.
- Reconcile inventory counts.
- Investigates and resolves problems associated with processing of invoices and purchase orders.
- Receives and reviews purchase orders, check requests, and/or other related documentation for completeness and compliance with financial policies, procedures, and contractual requirements.

**Account Payable**

- Receives and reviews purchase orders, check requests, and/or other related documentation for completeness and compliance with financial policies, procedures, and contractual requirements.
- Matches original invoices and requests for payment with internal purchase orders or check requests; performs calculations to determine appropriate payment schedules and amounts, and makes modifications as necessary.

- Codes, verifies, and electronically enters accounts payable data into ledgers.
- Draws, verifies, and posts payment checks to appropriate vendors.
- Follows up on account statements and other discrepancies regarding payment of accounts, and serves as liaison between departments and vendors in the resolution of administrative problems and inquiries.
- Maintains logs, enters and balances account data, and generates statistical summary reports as required.
- Communicates and follows up with internal departments to resolve issues and determine methods for expediting problem payments.
- Maintains and administers accounts payable databases; analyzes and manipulates data and prepares standard and ad hoc reports as required.
- Coordinates the periodic upload and download of batches, reports, invoices, and payment forms.
- Provides customer service and support to internal departments and vendors with respect to various accounts payable and related accounting inquiries.

**Minimum Requirements:**

- At least 1 year of experience in the field.
- Knowledge of Standard accounts payable policies and accounting principles.
- Experience with Excel
- Strong Communication skills

**Schedule:**

Monday – Friday 3:00 pm to 12:00 am (India Time)

**Location:**

Gurgaon, India