

## Axis Bank Career 2023 – Jobs For Freshers – Accounts Payable Post

**Hiring organization**  
Axis Bank

### Job Location

India  
Remote work possible

**Date posted**  
June 21, 2023

**Valid through**  
30.09.2025

### Base Salary

Rs. 14,000 - Rs. 20,000

APPLY NOW

### Qualifications

Graduate, Post Graduate

### Employment Type

Full-time

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### Description

## Axis Bank Jobs in India

**Job Title:** Accounts Payable Specialist

**Location:** Mumbai

**Reports To:** Head of Accounts Payable

### Summary:

We are looking for a highly motivated and experienced Accounts Payable Specialist to join our team. The ideal candidate will have a strong understanding of accounts payable procedures and be able to process invoices accurately and efficiently. They will also be able to work independently and as part of a team to achieve accounts payable goals.

### Responsibilities:

- **Process invoices:** This includes entering invoices into the accounting system, verifying invoice amounts, and matching invoices to purchase orders.
- **Pay bills:** This includes preparing checks, mailing checks, and reconciling bank statements.
- **Maintain accounts payable records:** This includes updating accounts payable ledgers, tracking outstanding invoices, and resolving discrepancies.
- **Other duties as assigned:** This may include assisting with accounts payable audits or providing training to new employees.

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**Skills:**

- **Excellent organizational and time management skills:** This includes being able to prioritize tasks, meet deadlines, and work efficiently.
- **Strong attention to detail:** This includes being able to identify and correct errors.
- **Problem-solving skills:** This includes being able to identify and resolve problems.
- **Communication skills:** This includes being able to communicate effectively with both internal and external stakeholders.

**Qualifications:**

- **Bachelor's degree in Accounting or a related field:** This is preferred, but not required.
- **1+ years of experience in accounts payable:** This is preferred, but not required.
- **Proficiency in Microsoft Office Suite:** This is required.

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

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