



<https://govhelp.in/job/accounts-payable-icici-bank-recruitment-2023-in-hyderabad-banjara-hills/>

Accounts Payable – Icici Bank Recruitment 2023 In Hyderabad, Banjara Hills

Job Location

Banjara Hills, 500034, Hyderabad, Telangana, India

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Base Salary

USD. 13,200 - USD. 18,500

Qualifications

Graduate

Employment Type

Full-time

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Description

Icici Bank Recruitment 2023

Job Title: Accounts Payable

Company: ICICI Bank

Location: Hyderabad, Banjara Hills

Job Description:

ICICI Bank, one of India's leading private sector banks, is currently seeking a qualified and experienced professional for the position of Accounts Payable at their branch in Banjara Hills, Hyderabad. As an Accounts Payable Executive at ICICI Bank, you will be responsible for managing the payment process and ensuring timely and accurate payments to vendors and suppliers.

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[Icici Bank Jobs Near Me](#)

Responsibilities:

1. Invoice Processing: Receive, review, and process vendor invoices in accordance with company policies and procedures. Verify the accuracy of invoices, match them with purchase orders and receipts, and obtain necessary approvals before processing for payment.
2. Payment Processing: Coordinate with internal stakeholders to ensure timely

Hiring organization

Icici Bank

Date posted

June 6, 2023

Valid through

31.12.2023

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approval and release of payments. Prepare payment batches, generate payment vouchers, and initiate payment transfers through various banking channels.

3. Vendor Management: Maintain vendor master records, including contact details, payment terms, and banking information. Regularly communicate with vendors to resolve payment-related issues, clarify discrepancies, and ensure smooth payment processing.
4. Reconciliation: Perform periodic reconciliation of vendor statements and accounts payable ledgers to ensure the accuracy and completeness of payment records. Investigate and resolve any discrepancies or outstanding items.
5. Compliance and Reporting: Ensure compliance with relevant accounting standards, taxation regulations, and internal controls. Assist in the preparation of accounts payable reports, ageing analysis, and other financial reports as required.
6. Process Improvement: Continuously evaluate and streamline accounts payable processes to enhance efficiency, reduce errors, and improve overall productivity. Identify opportunities for automation and propose system enhancements.

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Icici Bank Careers

Qualifications:

- Bachelor's degree in Accounting, Finance, or a related field.
- Minimum of 2-3 years of relevant experience in accounts payable or finance operations.
- Strong knowledge of accounts payable principles, processes, and best practices.
- Proficiency in using accounting software and MS Office applications, particularly Excel.
- Excellent attention to detail and accuracy in data entry and processing.
- Strong organizational and time management skills to prioritize and meet deadlines.
- Effective communication and interpersonal skills to interact with internal and external stakeholders.
- Knowledge of banking processes and familiarity with banking systems is preferred.
- Ability to work independently as well as collaboratively in a team environment.

Important Links

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

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