



<https://targetjob.govhelp.in/job/big-basket-career-for-accounts-payable-post/>

Big Basket Career For Accounts Payable Post

Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

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Base Salary

USD 10,000 - USD 20,000

Qualifications

10th/12th, Graduate, Post Graduate

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Employment Type

Full-time, Part-time

Description

Big Basket Careers For Accounts Payable Post

Position: Accounts Payable Executive

Location: Work From Home

About the Job

Big Basket is hiring an Accounts Payable Executive to join our finance team. In this role, you will manage supplier invoices, process payments, and ensure all financial records are accurate. This position is perfect for someone with a strong attention to detail and experience in finance or accounting.

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Key Responsibilities

- Review and process supplier invoices for accuracy.
- Ensure timely payment of invoices and expenses.
- Reconcile accounts payable transactions and statements.
- Maintain and update records of all payments.
- Assist with month-end closing and financial reporting.

Hiring organization

Big Basket

Date posted

September 30, 2024

Valid through

31.12.2024

APPLY NOW

Requirements

- Bachelor's degree in accounting, finance, or a related field.

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- Experience in accounts payable or similar roles.
- Good knowledge of accounting software and MS Excel.
- Strong attention to detail and organizational skills.
- Ability to meet deadlines and work independently.

Benefits

- Work from home with flexible hours.

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- Competitive salary and benefits package.
- Opportunity to work with a leading e-commerce company.
- Friendly and collaborative work environment.

How to Apply

If you're interested in this role, please apply through the official Big Basket website. Be sure to include your resume and a short cover letter. We look forward to your application!

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