

Job Function: Team Member Expense Payable

Department- Administration & Facilities

Sub Department - Central Functions- Procurement & Expense Payable

Designation/ Grade- Asst Manager to Manager

Reporting to – Senior Team Member- Expense Payable

Profile Summary

The Team Member – Expense Payable is responsible for the accurate and timely processing the invoices across PAN India branches and Offices, ensuring all financial transactions comply with regulatory and company standards. This role involves managing invoices, handling discrepancies, and ensuring payments are processed in a timely manner, with a focus on maintaining efficient operations

Job Description

1. **Invoice Processing:** Review, verify, and process invoices for payment, ensuring compliance with company policies and procedures.
2. **Expense Management:** Manage Staff advance expenses, ensuring accuracy and adherence to company policies.
3. **Stakeholder Relationship:** Communicate with vendors or internal stakeholders regarding invoice discrepancies, payment status, and other inquiries.
4. **Record Keeping:** Maintain accurate and organized financial records, including invoices, receipts, and payment documentation.
5. **Reconciliation:** Perform monthly reconciliations of accounts payable transactions and resolve any discrepancies.
6. **Reporting:** Prepare and distribute regular reports on accounts payable status and expense trends.
7. **Compliance:** Ensure compliance with relevant financial regulations and internal controls.
8. **Support:** Assist the finance team with various administrative tasks and special projects as needed.

Qualifications and Experience:

Qualifications/ Education – Bachelor's degree, Specialization or certifications in accounting or Finance would be preferred.

Career Experience – Minimum 4 years of experience in accounts payable or a similar role.

Skills/List of Attributes :

- Proficiency in MS office, billing software, ERP systems, and financial management tools.
- Strong organizational skills and attention to detail.
- Ability to manage multiple tasks and meet deadlines.
- Strong communication skills for interacting with internal stakeholders and vendors

Classification | INTERNAL