



Junior Specialist - Accounts Payable

New Delhi, Delhi, India · Reposted 1 week ago · Over 100 applicants



On-site · Full-time · Associate



Skills: [Invoicing](#), [Multitasking](#), [+4 more](#)



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About the job

About the Department

Invest India is the National Investment Promotion and Facilitation Agency under the Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India. It hosts teams working with various government initiatives such as Make in India, Startup India, AGNii, and PMG.

Key Responsibilities

- Processing Vendor Invoices, Credit Card Bills, Dealing with Banks, Reconciliation of Banks, General Ledgers
- Processing of Invoices, reimbursements
- Reconciliation of Vendors, Banks, Projects
- Ability to work in teams and take ownership of the task at hand
- Strong commitment to accuracy and professionalism

- Ability to work amid strict deadlines and on multiple projects
- Coordinate with Employees / Vendors
- Ensure all project documentation is updated
- Budget vs Actuals, Monthly Reporting & MIS

Qualifications

- Education: B.Com, M.Com, MBA, CA(Inter)/CMA(Inter)
- 2-4 years of hands-on experience in Account payable from the service sector industry.
- Experience in MS Office tools (Advanced Excel, PowerPoint) & ERP Systems (D365, Navision etc).
- Good Oral & Written Communication Skills
- Ability to handle multitasking.