

Greetings from ITC Integrated Business Services Limited.

We are planning our off campus placement drive (in early January) for Accounts Payable role in Finance. We are looking for graduates/postgraduates passouts (2024) with 0-1 yrs. of experience with a preference for BCom/Mcom/ MBA (Finance) specialization. The candidates will be expected to join by January/February 2025. The CTC offer will be in the range of 2.25 – 2.50 lacs per annum.

Regards,

Abhirup Dasgupta

Talent Acquisition Specialist | ITC Integrated Business Services Limited |

**Company** – ITC, Integrated Business Services

**Role** – Trainee

**Job Location** – Kolkata, India

**Role Overview/ Job Description**

- Receive and process vendor invoices: This includes reviewing invoices for accuracy, coding invoices with the correct account codes, and verifying that the invoice matches the purchase order.
- Maintain accurate records: Keep accurate and up-to-date records of all accounts payable transactions, including invoices, receipts, and payments.
- Monitor payment schedules: Track payment due dates and ensure that payments are made on time to avoid any late fees or penalties.
- Process payments: Prepare checks or electronic payments to vendors and ensure that they are sent out on time.
- Reconcile accounts: Verify that vendor accounts are accurate and up to date by reconciling accounts and resolving any discrepancies.
- Respond to vendor inquiries: Communicate with vendors to answer any questions they may have about their accounts or payment status.
- Maintain vendor files: Maintain accurate and up-to-date files on all vendors, including contact information, payment terms, and payment history.
- Follow company policies: Adhere to company policies and procedures related to accounts payable processing.
- Collaborate with other departments: Work closely with other departments, such as purchasing and accounting, to ensure that all transactions are processed accurately and efficiently.
- Perform other duties as assigned: Assist with other tasks or projects as needed to support the accounting team.

**Requirements/ Ideal Candidate:**

- Ensures the delivery of a high quality, customer focused service on a daily basis in accordance with agreed Service Level Agreements.
- Good accounting knowledge.
- Data entry skills.
- Record management skills.
- Good communication skills.
- Time management skills.

**Qualifications (Education/Experience/Certification):**

- Bachelor's degree in accounting and/or Finance preferred with experience of 0-12months.
- Fluency in English both written and spoken.
- Knowledge/Exposure to SAP, ARIBA, VIM etc. will be of added advantage.

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Interested candidates may apply by clicking the link:- <https://forms.gle/X37gqz3yWNzuQgEw5>