Great Place To Work. Certified JAN 2024–JAN 2027 INDIA

Movement that inspires

Hiring CA Qualified Professionals

Role - Accounts Payable

Designation
Assistant Manager

Experience
2 - 6 Years

Work Location
Kia India, PlantPenukonda, Sri Sathya Sai(D), Andhra Pradesh.

Roles & Responsibilities

- Timely monitoring of invoice posting by teammates.
- Preparation of department-level budget review.
- Ensuring all financial tasks are reviewed and closed on time.
- Approving the invoices verified by the AP team on a daily basis and ensuring invoices are processed within the defined SLAs.
- Ensuring all the invoices are compliant with statutory requirements.
- Coordinating with the AP team on vendor reconciliation by segregation of duties and ensuring controls in place.
- Sharing audit information with both internal audit and statutory audit and resolving audit observations on time.
- Preparation of month-end MIS reports for management approval with analysis and action plans for closing gaps.
- Preparation of MSME reports ensuring 100% payment for MSME vendors within due date.
- Coordinating with other departments for missing invoices and posting of provisions on time closure of books of account under tight schedules.
- Review of aged provisions and taking appropriate actions to book reversals on time.
- Introducing new processes and automations in Accounts Payable team on regular basis in order to maintain accuracy and efficiency.
- Better understanding of customs transaction of import and export clearance processes from AP perspective.
- Must have hands on experience in SAP
- Candidates preferred from Automobile / Manufacturing Industry



Scan the QR code to apply valid till 31-05-2026