

# EXECUTIVE -ACCOUNTS (PAYABLES)

## JOB DESCRIPTION

**Designation:** Executive – Accounts (Payables)

**Qualification:** B.Com Inter CA

**Experience:** 3 to 5 years

**Location:** Mumbai

### Job description:

- Project accounting
- Project invoices checking and booking
- Ensuring timely payments to vendors
- Maintaining voluminous vendors data with accuracy
- Ensuring work order compliance
- Monthly TDS working
- Bank reconciliation
- Daily cash flow

### Desired Candidate Profile:

- CA Inter
- Excellent in excel
- Good knowledge of accounting
- 3 to 5 years of experience

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