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# Example of Accounts Payable / Receivable Job Description

Our innovative and growing company is searching for experienced candidates for the position of accounts payable / receivable. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for accounts payable / receivable

* Salary booking, ESI & PF Employer contributions
* Employees final settlement
* Ensure the appropriate TDS is deducted, as applicable
* Receiving and processing daily check deposits
* Applying client payments on a daily basis to internal tracking systems
* Distribute daily cash receipts report to Partners
* Resolve issues with client payments while maintaining clear lines of communication between client and Partner
* Develop document management protocol for deposits and credit card information
* Receive and organize Accounts Payable for coding
* Check invoices to ensure accuracy

## Qualifications for accounts payable / receivable

* Adhere to policies and procedures for compliance and effectiveness
* Ability to work effectively independently in a team oriented environment
* Actively highlight processes for improvement opportunities and communicate via International ISSC SME group, BPI program, CI Committee
* Good communication and presentation skills and should be able to communicate and present to other stakeholders like Plant finance, other shared services process, collectors, business
* Knowledge of basic office procedures and operation of standard office equipment and machines
* Proficient computer skills, particularly in Microsoft Office applications