

Oetiker is a successful, privately held Swiss group of global enterprises, which supply solutions for mechanical connecting solutions. Our high-quality products are sold all over world, mainly in the burgeoning automotive market, but also in other segments such as home appliances and medical technology. Steadily expanding with currently over 1800 employees in sites based around world, the Oetiker Group has ranked as one of the frontrunners in the industry for over 75 years.



To support our systems for maintaining and optimizing the technology behind our global product management knowledge base, we are offering at our site in Navi Mumbai, India for the year 2017:

## Accounts Payable Executive

### Your responsibilities

This position is responsible for accurate and timely booking of vendor invoices and releasing payments for the same. Ensuring that all vendor invoices are compliant with the extant laws and are in conformity with company policies and approval guidelines.

### Key tasks:

- Manage vendor master and bank data  
Receive and process invoices (paper and electronic) and down payments
- Process payments (including automatic and manual payments)
- Receive and process travel and expense claims
- Manage period end closing activities including review GR/IR accounts, preparing for month-end close, and supporting year-end audit
- Release foreign payments & perform bank reconciliation
- Process payments for statutory dues like TDS, PF, and PT etc.

### Your profile

#### Skills required:

- Graduation in Commerce or Management
- 3+ years of experience in handling Accounts Payable activities
- Analytical and structured way of working
- Attention to Detail
- Knowledge of GST laws
- Communication skills
- Proficiency in Microsoft Office tools
- knowledge of SAP will be preferred

Our renowned company offers the opportunity for independent and flexible personalities to work in a global team with challenging and varied range of tasks.

Have we caught your interest?  
We look forward to receiving a detailed application from you.

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### Oetiker India Pvt Ltd

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