

WORK VAPOR

Job Link: <https://workvapor.in/jobs/accounts-payable-associate-analyst-finance-hybrid-big-4-accounting-firm/>

HIRING ORGANIZATION

Big 4 Client

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

INDIA

? Remote work from: INDIA

DATE POSTED

? January 10, 2026

ACCOUNTS PAYABLE ASSOCIATE ANALYST, FINANCE, HYBRID BIG 4 ACCOUNTING FIRM

BASE SALARY

INR 16,000 - INR 25,000

DESCRIPTION

Company: Big 4 Client (via Dynpro)

Position: Accounts Payable Analyst / Associate Analyst

Industry: IT Services & Consulting

Location: Hybrid (Work from Home + On-site at Mindspace, Hyderabad)

Employment Type: Full Time, Permanent

Salary: ?2 – 3.75 Lacs P.A.

Openings: 2

HR Contact: Sahil – +91 7978743691
sahil.s@dynpro.in

Experience & Notice Period:

- 1–2 years experience only
- Immediate joiners preferred (15–30 days notice max)

Responsibilities:

- Day-to-day invoice processing and monitoring
- AP/AR processing and vendor setup activities

- Validate AP approval workflow with budget holders/controllers
- Monthly/weekly reporting (invoice count, processed count)
- Vendor and stakeholder communication via email/calls
- Process improvement and team support

Skills & Requirements:

- End-to-end AP / AR & Procure-to-Pay (P2P) knowledge
- SAP, Invoice Processing, Vendor Reconciliation
- Advanced MS Excel & PowerPoint
- Strong written and verbal communication skills

Education:

- UG: B.Com (Any Specialization)

How to Apply

Send your resume or contact on WhatsApp at +91 7978743691 or email sahil.s@dynpro.in