

US ACCOUNTS PAYABLE EXECUTIVE – WORK FROM HOME

DESCRIPTION

US Accounts Payable Executive, Work From Home – Finance & Accounting

Join Netlink Software as a US Accounts Payable Executive. Work remotely and manage vendor payments, invoice processing, and financial records. This opportunity is ideal for finance professionals with Accounts Payable experience.

Company: Netlink Software

Position: US Accounts Payable Executive

Industry: IT Services & Consulting

Employment Type: Full-Time, Permanent

Work Mode: Remote (Work From Home)

Shift Timing

- 4:00 PM to 1:00 AM (US Shift)

HR Contact

- Mobile: +91 9589259878
- Email: sjagga@netlink.com

This is a remote finance position. You will work with US-based clients and vendors. Accuracy and attention to detail are important for this role.

Job Responsibilities

- Process daily vendor invoices.
- Verify invoices and supporting documents.
- Prepare and issue vendor payments.
- Perform vendor account reconciliation.

- Resolve payment discrepancies.
- Prepare Accounts Payable aging reports.
- Coordinate with US clients and vendors.
- Maintain financial records.
- Support month-end closing activities.
- Ensure timely and accurate Accounts Payable processing.

HIRING ORGANIZATION

Netlink Software

EMPLOYMENT TYPE

Full-time

JOB LOCATION

? Remote work from: India

Eligibility Criteria

- Bachelor's degree in Commerce, Accounting, Finance, or a related field.
- 1 to 4 years of Accounts Payable or accounting experience.
- Good understanding of accounting principles.
- Strong knowledge of Accounts Payable processes.
- Good command of Microsoft Excel and MS Office.
- Experience with SAP, Oracle, or similar ERP software is preferred.
- Good written and spoken English.
- Strong analytical and problem-solving skills.
- Ability to work independently from home.

Required Skills

- Accounts Payable
- Invoice Processing
- Vendor Management
- Vendor Reconciliation
- Payment Processing
- Financial Accounting
- General Ledger
- Microsoft Excel
- SAP
- Oracle
- Bookkeeping

Work Requirements

- Reliable high-speed internet connection.
- Personal laptop or desktop.
- Suitable work-from-home setup.

How to Apply

Interested candidates can send their updated resume using the contact details below.

HR Contact

- Sachin Jagga
- Mobile: +91 9589259878
- Email: sjagga@netlink.com