

Job Title: Accounts Payable

Reports to: Finance Manager

Job Summary:

The Accounts Payable is responsible for managing and processing vendor invoices, payments, and credit memos related to garment manufacturing operations. This includes verifying invoice accuracy, ensuring compliance with company policies and procedures, and maintaining accurate records.

Key Responsibilities:

1. Invoice Processing: Receive, review, and process vendor invoices, including those from fabric suppliers, trim vendors, and contractors.
2. Payment Processing: Prepare and process payments to vendors, including checks, electronic funds transfers, and credit card payments.
3. Vendor Statement Reconciliation: Reconcile vendor statements to ensure accuracy and resolve any discrepancies.
4. Credit Memo Processing: Process credit memos and ensure accurate accounting.
5. Record Keeping: Maintain accurate and up-to-date records of accounts payable, including invoices, payments, and credit memos.
6. Vendor Communication: Communicate with vendors to resolve invoice discrepancies, answer questions, and provide payment information.
7. Internal Control: Ensure compliance with company policies and procedures, as well as accounting standards and regulatory requirements.
8. Month-End Close: Assist with month-end close procedures, including reconciliations and journal entries.
9. Reporting: Prepare and provide reports on accounts payable activity, including aging reports and vendor payment history.
10. Garment Industry Knowledge: Stay up-to-date on industry-specific accounting and regulatory requirements.

Requirements:

1. Education: Bachelor's degree in Accounting or related field.
2. Experience: 1-3 years of experience in accounts payable or related field, preferably in the garment manufacturing industry.

3. Skills: Strong analytical and problem-solving skills, attention to detail, and excellent communication and organizational skills.
4. Software: Proficiency in accounting software, such as QuickBooks, SAP, or Oracle.
5. Certifications: Cost Management Accountant (CMA).

What We Offer:

1. Competitive Salary: Competitive salary range based on experience.
2. Benefits: Comprehensive benefits package, including health, dental, and vision insurance.
3. Opportunities for Growth: Opportunities for professional growth and development in the garment manufacturing industry.
4. Dynamic Work Environment: Collaborative and dynamic work environment.

If you are a detail-oriented and organized individual with a passion for accounting and the garment manufacturing industry, please submit your application, including your resume and cover letter.

No. of vacancies (tentative) – 06

CTC 5-6 LPA