

Senior Executive Accounts Payable

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Company: JW Vendor City Private Limited

Location: Lahore

Category: other-general

Senior Executive Accounts Payable JW Vendor City Private Limited, Pakistan Maintain petty cash accounts and log all outgoing disbursements Monitor all vendor payment agreements to find discounts that can be used to reduce invoice amounts Responsible for paying all sales tax on appropriate invoices and making a note of each tax payment made Keep track of credits owed to the company and ensure all credits are properly applied to vendor payments Reconcile payable reports each month to confirm that all amounts paid were accurate Review and verify invoices and check requests Review and verify invoices and check requests Sort, code and match invoices Set invoices up for payment Enter and upload invoices into system Track expenses and process expense reports Prepare and process electronic transfers and payments Prepare and perform check runs Post transactions to journals, ledgers and other records Reconcile accounts payable transactions Prepare analysis of accounts Monitor accounts to ensure payments are up to date Research and resolve invoice discrepancies and issues Correspond with vendors and respond to inquiries Produce monthly reports Assist with month end closing Provide supporting documentation for audits Electrical/Electronic Manufacturing - Lahore, Pakistan

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