

Accounts Executive (Accounts Payable &Receivables)

Aliases: Accountant, Bookkeeper, Account Receivables Manager, Account Payable Manager

Industry/Sector(s): BFSI

JOB DESCRIPTION ¹

The tasks an Accounts Executive (Accounts Payable &Receivables) is expected to perform include:

- Maintaining vendors' accounts
- Making periodic payments to vendors
- Maintaining customers' account
- Raising customers' bills
- Filing and recordkeeping
- Doing accounting for credit purchases and credit sales

WORK ENVIRONMENT ^{3, 4, 5}

- It is a desk job
- Need not handle a team
- Travelling is not a part of this job role
- Part-time work may not be available
- Work from home option is not available

Working hours

- Organizations usually work for 5/6 days a week and 8/9 hours everyday. This may vary from organization to organization
- Shift system is available

Is the job suitable for a candidate with special needs?

This job is suitable for candidates with One Arm (OA), One Leg (OL), One Leg and One Arm (OLA) and those who have Low Vision (LV)

This may vary from organization to organization

EDUCATIONAL QUALIFICATIONS AND TRAINING ¹

- Preferably, graduation in commerce or allied subjects/diploma in commercial practice
- Certified training for Accounts Executive (Accounts Payable & Receivables) (programme aligned to BSC/Q 0901 released by BFSI Sector Skill Council of India)

KEY COMPETENCIES ¹

- Knowledge of how to maintain suppliers accounts
- Knowledge of maintaining journals and ledgers
- Skilled in preparing delivery challans
- Knowledge to raise customers bills
- Working knowledge of National Electronic Fund Transfer (NEFT) transactions
- Sound knowledge of accounting principles
- Knowledge of computer applications like MS Excel, MS Word, Tally, MS PowerPoint, etc.
- Knowledge of financial concepts like calculation of interest, VAT, service tax, etc.
- Sound understanding of accounting processes

DESIRABLE COMPETENCIES ¹

- Preferably training offered by respective financial institutions
- Problem-solving skills
- Highly motivated and self-driven
- Good analytical skills
- Good communication skills
- Ability to multitask

AVAILABLE SKILL TRAINING AND LEARNING INSTITUTES

- Indian Institute of Banking and Finance
<http://www.iibf.org.in/>
- National Academy of Indian Payroll
<http://naip.in/training.php>
- The Institute of Professional Accountants
<http://tipa.in/>

AVAILABLE SKILL TRAINING SCHEMES/SCHOLARSHIPS

For scholarship and schemes, use further links like:

- <https://scholarships.gov.in/>
- <http://nscsindia.org/NSCSTrainingPartners.aspx>
- <http://pmkvyofficial.org/ExploreSectorSkillCouncilDetail.aspx?SSC=OA%3d%3d>

SAMPLE OF TRAINING AND LEARNING COURSES

http://www.nifaindia.com/cae_course.php

CAREER PROGRESSION PATH ²

Senior Manager



Manager



Assistant Manager



Accounts Executive (Accounts Payable & Receivables)



Junior Accountant

The progression is indicative

EXPECTED EARNINGS ⁴

- For candidates with 0 to 4 years of experience - Rs 15,000 to Rs 29,000 per month

These figures are indicative and subject to change

REQUIRED WORK EXPERIENCE ¹

Generally, relevant work experience required

PROBABLE EMPLOYERS ^{4, 5}

- Banks
- Small and medium organizations/companies
- Multinational companies

KEYWORDS

- Accountant
- Bookkeeper
- Accounts Receivables Executive
- Accounts Payable Executive

OCCUPATIONAL CODES AND STANDARDS

Standard	Code	Description
NCO 2015	4311.0401	Accounts Executive (Accounts Payable &Receivables)
ISCO 2008	4311	Accounting and Bookkeeping Clerks
NIC 2008	69201	Accounting, bookkeeping and auditing activities
QP Reference	BSC / Q 0901	Accounts Executive (Accounts Payable &Receivables)
NSQF	4	Not available

REFERENCES

1	www.nsdcindia.org/sites/default/files/files/Accounts_Executive_AP_AR.pdf
2	http://www.dget.nic.in/upload/uploadfiles/files/publication/Des-Div-4.pdf
3	http://www.ccdisabilities.nic.in/page.php?s=reg&t=def&p=list_jobsNew
4	http://www.naukri.com/job-listings-Urgent-Hiring-for-Accounts-Payable-Accounts-Receiveable-Profile-VPN-HR-Technologies-Delhi-NCR-National-Capital-Region--0-to-4-years-310516001181?src=jobsearchDesk&sid=14674547565957&xp=5&qp=accounts%20payable%20and%20receiveable%20executive,%20&srcPage=s
5	http://www.naukri.com/job-listings-Accounts-Payable-Accounts-Receiveable-General-Ledger-Associate-WNS-Mumbai-1-to-6-years-150616900154?src=jobsearchDesk&sid=14674547565957&xp=6&qp=accounts%20payable%20and%20receiveable%20executive,%20&srcPage=s