

Genpact (NYSE: G) is a global professional services and solutions firm delivering outcomes that shape the future. Our 125,000+ people across 30+ countries are driven by our innate curiosity, entrepreneurial agility, and desire to create lasting value for clients. Powered by our purpose - the relentless pursuit of a world that works better for people - we serve and transform leading enterprises, including the Fortune Global 500, with our deep business and industry knowledge, digital operations services, and expertise in data, technology, and AI.

Inviting applications for the role of **Process Developer – Accounts Payable**

We are looking for professionals with Accounts Payable/Invoice Processing /Accounting/ERP experience to process Vendor Invoices accurately and respond to queries to ensure timely payment of these Invoices.

### Responsibilities

- Review and process invoices along with providing the resolutions for the invoices and releasing the invoices for Payment
- Analysis of CPI (Cost Per Invoice)
- Individual user productivity analysis (No. of invoices per day per user) – periodic review for continuous improvement
- Perform Quality Checks as per the agreed framework
- Articulate and demonstrate basic Accounts payable process concepts – 3 way match, PO, NON PO, GRN etc.,
- Able to understand the nuances of India AP aspects
- India Import Invoices processing – check Bill of Entry, packing list before posting
- Proficient in Tax Deducted at Source; Should be aware of % of deduction for major categories.
- Be aware of TDS applicable on Service expense incurred in foreign currency
- GST = Candidate will be expected to know Intra state, Inter state, State & Central components along with rates. Basics will do.
- Resolve all vendor queries and requests coming via e-mails / Tickets within the agreed SLA
- Review and validate basic essentials of valid invoice like supplier details, PO, bank account, invoice #, invoice date etc.
- Maintain a tracker of the exceptions and ensure Invoices / queries are balanced taking based on the exception tracker
- Maintain exception logs for process related exception as and when they occur for knowledge retention

- Independently perform transactional tasks which support the compliance, planning and execution of assigned processes.
- Follow up with requisitions (via calls/ mails or tickets) to seek hold invoice as per the AP guideline
- Enforce the internal compliance policy and guideline established by the management on their daily operational activities
- Perform daily internal audit to ensure all Invoices / queries are balanced as per the guidelines

## Qualifications

### Minimum qualifications

- Graduate in Commerce (B.Com)
- Meaningful work experience
- Excellent English language skills (verbal and written)

### Preferred qualifications

- **Cost and Management Accountant**
- Experience in India related Stat requirements
- Ability to process using SAP ERP

**Genpact is an Equal Opportunity Employer and considers applicants for all positions without regard to race, color, religion or belief, sex, age, national origin, citizenship status, marital status, military/veteran status, genetic information, sexual orientation, gender identity, physical or mental disability or any other characteristic protected by applicable laws.** Genpact is committed to creating a dynamic work environment that values diversity and inclusion, respect and integrity, customer focus, and innovation. Get to know us at [www.genpact.com](http://www.genpact.com) and on [X](#), Facebook, LinkedIn, and YouTube.

Furthermore, please do note that Genpact does not charge fees to process job applications and applicants are not required to pay to participate in our hiring process in any other way. Examples of such scams include purchasing a 'starter kit,' paying to apply, or purchasing equipment or training.

**CTC- 5L fixed+ 10% Variable  
Band- 4A**