

Job Description

French Accounts Payable Specialist (Freshers)

Location: Airoli, Navi Mumbai

Work Mode: Work from Office (Full-Time)

Shift: 11:30 AM – 8:30 PM (Home drop after shift)

About the Role

We are hiring fresh graduates with French language proficiency (B2 or above) for an Accounts Payable Specialist role with a leading product-based Global Capability Center (GCC). This is an excellent opportunity to start your career in Finance and Accounting within a global environment.

Key Responsibilities

- Review, verify, and process vendor invoices.
- Enter invoice data into ERP/accounting systems.
- Support payment processing (checks, wire transfers, ACH).
- Perform invoice and purchase order 3-way matching.
- Resolve invoice discrepancies with vendors and stakeholders.
- Maintain vendor records and reconcile vendor statements.
- Support tax compliance and year-end documentation.
- Assist with month-end closing, accruals, and bank reconciliations.

Eligibility & Skills

- Freshers are encouraged to apply.
- French Language Certification: B2 level or above (Mandatory).
- Bachelor's degree in Accounting, Finance, Business, French, or Master's in French.
- Good Microsoft Excel skills (VLOOKUP, Pivot Tables, etc.).
- Excellent attention to detail and analytical skills.
- Strong verbal and written communication skills.

Why Join?

- Work with a leading product-based GCC.
- Excellent learning opportunity in global finance operations.
- Structured work environment with career growth.
- Transport facility (home drop after shift).

Apply Now

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