

Job Description – Accounts Executive (Zoho Books)

Role Overview:

We are seeking a detail-oriented Accounts Executive with practical experience in Zoho Books, specifically handling Accounts Payable and Accounts Receivable functions.

Key Responsibilities:

- End-to-end handling of Accounts Payable in Zoho Books (vendor bills, payments, reconciliations)
- Management of Accounts Receivable (customer invoicing, receipts, follow-ups, ageing analysis)
- Regular reconciliation of vendor and customer ledgers
- Bank reconciliation and monitoring cash flows in Zoho Books
- Ensuring accuracy of accounting entries and compliance with internal controls
- Supporting month-end closing and MIS reporting
- Coordination with internal teams and external stakeholders, as required

Requirements:

- Qualification: CA / Commerce Graduate
- Proven experience working on Zoho Books
- Strong knowledge of AP & AR processes
- Good understanding of accounting principles
- Proficiency in Excel and accounting systems
- Detail-oriented with good communication skills

Preferred Skills:

- Experience in system-driven or process-oriented accounting environments
- Prior experience in service / consulting / tech-enabled businesses