

## Emami Recruitment 2023 – Work From Home Jobs – Payroll Clerk Post

**Hiring organization**  
Emami

### Job Location

India  
Remote work possible

**Date posted**  
July 3, 2023

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**Valid through**  
30.09.2025

### Base Salary

Rs. 50,000 - Rs. 70,000

APPLY NOW

### Qualifications

Graduate, BA, BS

### Employment Type

Full-time

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### Description

## Emami Jobs in India

Job Description: We are currently seeking a detail-oriented and organized Payroll Clerk to join our team at Emami. As a Payroll Clerk, you will be responsible for assisting in the accurate and timely processing of employee payroll, ensuring compliance with applicable laws and regulations. Your role will contribute to the smooth operation of our payroll system, ensuring that our employees are paid accurately and on time.

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#### • Responsibilities:

1. Assist in the preparation and processing of employee payroll, ensuring accuracy and adherence to established deadlines.
2. Collect and verify timesheets, attendance records, and other relevant information to calculate employee wages, overtime, bonuses, and deductions.
3. Enter payroll data into the payroll system accurately, including new hires, terminations, salary changes, and other employee updates.
4. Calculate and process statutory and voluntary deductions, such as taxes, insurance premiums, retirement contributions, and garnishments.
5. Verify payroll calculations to ensure accuracy and resolve any discrepancies or errors promptly.
6. Generate and distribute paychecks or electronic deposits to employees in a timely manner.
7. Maintain accurate payroll records and employee data, ensuring confidentiality and compliance with data protection regulations.

8. Respond to employee inquiries related to payroll, deductions, benefits, and taxation, providing exceptional customer service and resolving issues promptly.
9. Assist in the preparation and distribution of payroll reports, summaries, and other relevant documentation for management and auditing purposes.
10. Stay updated with changes in payroll laws, regulations, and industry best practices to ensure compliance and implement necessary updates.

**Skills and Qualifications:**

1. High school diploma or equivalent. Additional coursework or certification in payroll administration or accounting is advantageous.
2. Strong knowledge of payroll procedures, laws, and regulations.
3. Proficiency in using payroll software and related tools for data entry, calculations, and reporting.
4. Excellent attention to detail and accuracy in data entry and calculations.
5. Strong organizational and time management skills to meet payroll processing deadlines.
6. Effective communication and interpersonal skills to interact with employees and other stakeholders.
7. Basic knowledge of accounting principles and calculations.
8. Proficiency in MS Excel and other relevant software applications for data analysis and reporting.
9. Ethical and trustworthy, maintaining confidentiality and handling sensitive payroll information with discretion.
10. Ability to work both independently and collaboratively within a team environment.

**Qualifications:**

- Bachelor's degree in marketing, communications, or a related field
- 5+ years of experience in a marketing role, with at least 3 years in a senior leadership role

**Important Links** [Find the Link in Apply Now Button](#)

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