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HDFC Bank Recruitment 2023 – Vacancy Job Alert – Bookkeeper Post

Hiring organization
HDFC Bank

Job Location

India
Remote work possible

Date posted
June 22, 2023

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Valid through
31.12.2023

Base Salary

Rs. 18,000 - Rs. 23,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

HDFC Bank Recruitment 2023

Job Title: Bookkeeper

Department: Finance

Location: [City, State]

Reports To: Finance Manager

Summary:

The Bookkeeper is responsible for maintaining the financial records of HDFC Bank. This includes tasks such as data entry, preparing reports, and reconciling accounts.

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HDFC Bank Jobs Near Me

• Responsibilities:

- Enter financial data into the company's accounting system.
- Prepare monthly and quarterly reports.
- Reconcile bank statements and ledgers.

- Track expenses and revenue.
- Assist with audits and other financial reviews.
- Other duties as assigned.

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Skills:

- Proficient in Microsoft Excel and other accounting software.
- Excellent attention to detail.
- Ability to work independently and as part of a team.
- Strong organizational skills.
- Ability to meet deadlines.

Qualifications:

- High school diploma or equivalent.
- 1+ year of experience as a Bookkeeper is preferred.
- Accounting degree is a plus.

Experience as a Fresher:

- Aspiring Bookkeepers with no prior experience may be considered for this position.
- Freshers will be trained on the job and will have the opportunity to learn from experienced Bookkeepers.

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

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