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PhonePe Jobs 2023 – Job Near Me – Accounting assistant Post

Hiring organization
PhonePe

Job Location

India
Remote work possible

Date posted
June 24, 2023

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Valid through
31.12.2025

Base Salary

Rs. 25,000 - Rs. 50,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

PhonePe Jobs in India

Job Title: Accounting Assistant

Department: Accounting

Reports To: Accounting Manager

Summary:

PhonePe is looking for a highly motivated and organized individual to join our Accounting team. The ideal candidate will be a detail-oriented person with strong analytical and problem-solving skills. They will be responsible for providing administrative support to the accounting team and ensuring that financial records are accurate and up-to-date.

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PhonePe Careers

Responsibilities:

- Prepare and maintain financial records
- Process invoices and payments
- Assist with audits and reconciliations
- Respond to accounting inquiries

- Other administrative tasks as assigned

Skills:

- Strong accounting and bookkeeping skills
- Proficient in Microsoft Excel and other accounting software
- Excellent attention to detail and accuracy
- Ability to work independently and as part of a team

Qualifications:

- Bachelor's degree in Accounting or a related field
- 1-2 years of experience in accounting
- CPA or CMA certification preferred

Important Links

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

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