

HDFC Bank Recruitment 2023 – All India Jobs – Bookkeeper Post

Hiring organization
HDFC Bank

Job Location

India
Remote work from: India

Date posted
August 18, 2023

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Valid through
31.12.2023

Base Salary

USD 25,000 - USD 44,000

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Qualifications

Graduation

Employment Type

Full-time

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Description

HDFC Bank Recruitment 2023

The Bookkeeper is responsible for maintaining the financial records of HDFC Bank. This includes recording financial transactions, preparing financial statements, and reconciling accounts. The ideal candidate will have a strong understanding of accounting principles and procedures, as well as excellent organizational and analytical skills.

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HDFC Bank Jobs Near Me

Responsibilities:

- Record financial transactions in the general ledger
- Prepare financial statements, such as balance sheets and income statements
- Reconcile accounts, such as bank accounts and accounts payable and receivable
- Prepare reports for management, such as budget forecasts and variance reports
- Maintain accurate records of financial data
- Comply with all accounting regulations and policies

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HDFC Bank Careers

Skills:

- Strong understanding of accounting principles and procedures

- Excellent organizational and analytical skills
- Proficient in Microsoft Excel and other accounting software
- Attention to detail and accuracy
- Ability to work independently and as part of a team

Qualifications:

- Bachelor's degree in accounting or related field
- 1-2 years of experience in bookkeeping or accounting

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