



<https://jobroll.govhelp.in/job/hdfc-bank-recruitment-2023-fast-job-search-accounting-assistant-post/>

## HDFC Bank Recruitment 2023 – Fast Job Search – Accounting Assistant Post

**Hiring organization**  
HDFC Bank

### Job Location

India  
Remote work from: India

**Date posted**  
October 7, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 15,000 - USD 22,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## HDFC Bank Recruitment 2023

HDFC Bank is seeking a highly motivated and organized Accounting Assistant to join our team. The ideal candidate will have a strong understanding of accounting principles and practices, as well as experience in performing basic accounting tasks. In this role, you will be responsible for assisting with a variety of accounting tasks, including accounts payable, accounts receivable, and general ledger accounting. You will also be responsible for preparing and reporting on financial data.

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### HDFC Bank Careers

#### Responsibilities

- Assist with accounts payable, accounts receivable, and general ledger accounting
- Prepare and report on financial data
- Reconcile accounts
- Enter and verify financial data
- Maintain accounting records and files

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## HDFC Bank Jobs Near Me

### Skills

- Strong understanding of accounting principles and practices
- Experience in performing basic accounting tasks
- Excellent organizational and time management skills
- Strong attention to detail and accuracy
- Ability to work independently and as part of a team

Proficiency in Microsoft Office Suite and other relevant software

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

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