

<https://jobroll.govhelp.in/job/jio-recruitment-2023-all-india-jobs-auditing-clerk-post/>

Jio Recruitment 2023 – All India Jobs – Auditing Clerk Post

Job Location

India
Remote work from: India

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Base Salary

USD 14,000 - USD 20,000

Qualifications

12th Passed

Employment Type

Full-time

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Description

Jio Recruitment 2023

The Auditing Clerk is responsible for assisting with the auditing of Jio's financial records. This includes verifying the accuracy of invoices, journal entries, and ledgers; preparing audit reports; and assisting with the planning and execution of audits.

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Jio Careers

Responsibilities:

- Verify the accuracy of invoices, journal entries, and ledgers.
- Prepare audit reports.
- Assist with the planning and execution of audits.
- Classify, sort, and summarize numerical and financial data.
- Enter data into accounting software.
- Answer phones and provide customer service.
- File documents.
- Other duties as assigned.

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Jio Jobs Near Me

Skills:

Hiring organization

Jio

Date posted

August 25, 2023

Valid through

31.12.2023

APPLY NOW

- Strong analytical and problem-solving skills.
- Excellent attention to detail.
- Proficient in Microsoft Excel and other accounting software.
- Ability to work independently and as part of a team.
- Excellent communication and customer service skills.

Qualifications:

- Associate's degree in accounting or related field.
- 1-2 years of experience in auditing or accounting.

Important Links CMA or ICAI certification preferred

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

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