

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

## Jio Recruitment 2023 – All India Jobs – Bookkeeper Post

### Job Location

India  
Remote work from: India

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### Base Salary

USD 24,000 - USD 30,000

### Qualifications

12th Passed

### Employment Type

Full-time

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### Description

## Jio Recruitment 2023

The Bookkeeper is responsible for providing accurate, timely, and compliant financial information for Jio. This includes recording all financial transactions, reconciling accounts, preparing financial statements, and managing the general ledger. The Bookkeeper will also be responsible for assisting with tax compliance and other financial reporting requirements.

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## Jio Careers

### Responsibilities:

- Record all financial transactions in the general ledger
- Reconcile accounts on a monthly basis
- Prepare financial statements, including balance sheets, income statements, and cash flow statements
- Manage the general ledger
- Assist with tax compliance and other financial reporting requirements
- Provide financial support to other departments as needed

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## Jio Jobs Near Me

### Skills:

### Hiring organization

Jio

### Date posted

August 12, 2023

### Valid through

31.12.2023

APPLY NOW

- Strong understanding of HR principles and practices
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Ability to handle confidential information
- Proficiency in Microsoft Office Suite

**Qualifications:**

- Bachelor's degree in accounting or a related field
- 2+ years of experience in bookkeeping
- Strong understanding of accounting principles and procedures
- Excellent attention to detail
- Proficient in Microsoft Excel and other accounting software
- Ability to work independently and as part of a team

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

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