



<https://jobroll.govhelp.in/job/kotac-bank-2023-all-india-jobs-payroll-manager-post/>

Kotac Bank 2023 – All India Jobs – Payroll Manager Post

Job Location

India
Remote work from: India

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Base Salary

USD 16,000 - USD 22,000

Qualifications

Graduation

Employment Type

Full-time

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Description

Infosys Recruitment 2023

The Payroll Manager is responsible for the overall administration of the company's payroll process. This includes ensuring that all payroll transactions are accurate and timely, complying with all applicable laws and regulations, and providing support to employees and managers on payroll-related matters.

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Infosys Jobs Near Me

Responsibilities:

- Manage the company's payroll process, including data entry, calculations, and reporting
- Ensure that all payroll transactions are accurate and timely
- Comply with all applicable laws and regulations related to payroll
- Provide support to employees and managers on payroll-related matters
- Maintain payroll records and reports
- Conduct payroll audits
- Stay up-to-date on changes in payroll laws and regulations
- Train and develop payroll staff
- Work with other departments to ensure that payroll is integrated with other HR systems

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Hiring organization

Kotac Bank

Date posted

August 28, 2023

Valid through

31.12.2023

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Skills:

- Strong knowledge of payroll laws and regulations
- Excellent mathematical and analytical skills
- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint)
- Experience with payroll software
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Ability to meet deadlines and work under pressure

Qualifications:

- Bachelor's degree in accounting, finance, or a related field
- 5+ years of experience in payroll administration
- Experience with payroll software

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