



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

Kotak Bank Recruitment 2023 – All India Jobs – Payroll Manager Post

Hiring organization
Kotak Bank

Job Location

India
Remote work from: India

Date posted
September 4, 2023

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Valid through
31.12.2023

Base Salary

USD 16,000 - USD 22,000

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Qualifications

Graduation

Employment Type

Full-time

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Description

Kotak Bank 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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Kotak Bank 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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Kotak Bank Careers

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
- Experience with Microsoft Office Suite (Excel, Word, PowerPoint)

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