Paypal Recruitment 2023 – All India Jobs – Accounting Assistant Post

Job Location
India
Remote work from: India

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Base Salary
USD 18,000 - USD 28,000

Qualifications
Graduate

Employment Type
Full-time

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Hiring organization
Paypal

Date posted
August 21, 2023

Valid through
25.10.2023

APPLY NOW

Description

Paypal Recruitment 2023

The Accounting Assistant provides administrative support to the Accounting Department by performing a variety of clerical tasks, such as filing, mail handling, making bank deposits, handling invoices, tracking expenses, and bookkeeping. The ideal candidate will have a strong understanding of accounting principles and procedures, as well as excellent organizational and time management skills.

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Paypal Careers

Responsibilities:

- Prepare and maintain financial records, such as invoices, receipts, and ledgers.
- Process payments and make bank deposits.
- Track expenses and reconcile accounts.
- Prepare reports and financial statements.
- Provide administrative support to the Accounting team, such as filing, mail handling, and answering phone calls.

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Paypal Jobs Near Me

Skills:

- Excellent communication skills, both written and verbal.
- Strong customer service skills.
- Ability to work independently and as part of a team.
- Ability to handle multiple tasks simultaneously.
- Ability to work under pressure.
- Ability to learn new things quickly.

Qualifications:

- Bachelor's degree in accounting or a related field.
- 1-2 years of experience in an accounting or finance role.
- Strong understanding of accounting principles and procedures.
- Excellent organizational and time management skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Attention to detail and accuracy.
- Ability to work independently and as part of a team.

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

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