Tata Steel Recruitment 2023 – Jobs Near Me – Accounting Assistant Post

Hiring organization
Tata Steel

Date posted
August 8, 2023

Valid through
31.12.2023

APPLY NOW

Job Location
India
Remote work from: India

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Base Salary
USD 18,000 - USD 25,000

Qualifications
Graduate

Employment Type
Full-time

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Description

Tata Steel Recruitment 2023

The Accounting Assistant provides administrative support to the accounting department by performing a variety of clerical tasks, including:

- Preparing and maintaining financial records
- Processing invoices and payments
- Tracking expenses
- Arranging for bank deposits

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Tata Steel Jobs Near Me

Responsibilities:

- Prepare and maintain financial records, such as journals, ledgers, and financial statements
- Process invoices and payments, including reconciling accounts payable and receivable
- Track expenses and prepare reports
- Arrange for bank deposits
- File and organize documents
- Provide customer service to internal and external stakeholders
- Other duties as assigned

Tata Steel Careers

Skills:

- Strong analytical and problem-solving skills
- Excellent communication and presentation skills
- Proficient in financial software applications
- Experience with GAAP and financial reporting

Qualifications:

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

Important Links

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