



<https://jobfever.govhelp.in/job/axis-bank-careers-2023-2-years-exp-jobs-in-mumbai-free-job-alert-payroll-clerk-posts/>

## Axis Bank Careers 2023 – 2+ Years Exp – Jobs In Mumbai – Free Job Alert – Payroll Clerk Posts

**Hiring organization**  
Axis Bank

### Job Location

No 1, Padam CHS Ltd, Flat No 2, Gr Flr, Padam Building, Pedder Rd, 400026, Mumbai, Maharashtra, India

**Date posted**  
May 19, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 17,000 - USD 22,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

### Experience

2+ Years Experience Required

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### Description

#### Axis Bank Recruitment 2023

Axis Bank, one of India's leading private sector banks, is seeking a detail-oriented and organized individual to join our team as a Payroll Clerk. As a Payroll Clerk, you will play a critical role in ensuring accurate and timely processing of employee payroll, adhering to statutory requirements and internal policies.

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#### Axis Bank Jobs Near Me

#### Responsibilities:

1. Process monthly payroll accurately and efficiently, ensuring compliance with statutory regulations, tax laws, and internal payroll policies.
2. Verify and reconcile payroll data, including employee attendance, leaves, overtime, and benefits, and resolve any discrepancies or issues that may arise.
3. Generate payroll reports, statements, and payslips, and distribute them to employees in a timely manner, maintaining confidentiality of sensitive employee information.

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## Axis Bank Careers

### Requirements:

1. Strong numerical aptitude and attention to detail, with the ability to perform accurate calculations and analyze complex data sets.
2. Proficiency in using payroll software and applications, as well as familiarity with spreadsheets and other relevant tools.
3. Good understanding of labor laws, tax regulations, and payroll processing procedures.

### Important Links

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

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