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## Axis Bank Careers – Axis Bank Job Card List – Payroll Manager Post

**Hiring organization**  
Axis Bank

### Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

### Date posted

March 22, 2024

### Valid through

31.08.2024

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### Base Salary

USD 16 - USD 23

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Axis Bank Jobs Near Me

In this role, you'll play a vital role in ensuring our employees receive their salaries accurately and on time. You'll be responsible for overseeing all aspects of the payroll process, from data collection and verification to tax calculations and generating payments. This is a great opportunity to join a leading financial institution and build a rewarding career in a dynamic field.

### About Axis Bank

Axis Bank is a leading private sector bank in India, committed to offering a wide range of financial products and services to our valued customers. We are a progressive and people-oriented organization that fosters a culture of learning and development. We offer a comprehensive benefits package and a positive work environment where you can make a real difference.

### Summary

We are seeking a highly organized and detail-oriented individual to join our growing team as a Payroll Specialist. In this role, you will be responsible for the accurate and timely processing of payroll for all employees. You will work closely with various departments, including Human Resources, Finance, and IT, to ensure all payroll data is accurate and up-to-date.

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### **Key Responsibilities**

- Process payroll data accurately and efficiently, including timekeeping records, deductions, and tax calculations.
- Ensure compliance with all federal, state, and local employment laws and regulations.
- Prepare and distribute paychecks or direct deposits on time and accurately.
- Maintain accurate payroll records and generate reports as needed.
- Research and resolve payroll discrepancies in a timely manner.
- Stay up-to-date on changes to payroll laws and regulations.
- Assist with the implementation and maintenance of payroll systems.
- Collaborate with Human Resources and other departments to ensure smooth payroll processing.

### **Required Skills and Qualifications**

- Bachelor's degree in Accounting, Finance, Human Resources, or a related field (preferred).
- Minimum of 2 years of experience in payroll processing (preferred).
- Strong understanding of payroll principles and practices.
- Proven experience with payroll software.
- Excellent analytical and problem-solving skills.
- Strong attention to detail and accuracy.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).

### **Experience**

This role is open to both experienced professionals and recent graduates with a strong academic background in accounting or finance.

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### **Why Join Axis Bank**

At Axis Bank, we are committed to providing our employees with a rewarding and fulfilling career experience. We offer a competitive benefits package that includes health insurance, dental insurance, vision insurance, life insurance, disability insurance, retirement savings plan, paid time off, and more. We also offer a positive work environment that fosters collaboration, innovation, and professional development.

## Here are just a few of the reasons why you'll love working at Axis Bank:

- Competitive salary and benefits package
- Positive work environment
- Opportunities for professional development
- Career advancement opportunities
- Be part of a leading financial institution
- Make a real difference in the lives of others

## Application Process

To apply for this position, please submit your resume and cover letter online. In your cover letter, please be sure to highlight your relevant skills and experience, and why you are interested in this position at Axis Bank.

## Motivate to Join

We are looking for a talented and motivated individual to join our team and help us continue to provide our employees with the best possible service. If you are a detail-oriented individual with a passion for accuracy and a strong work ethic, we encourage you to apply!

## Overview

This is a great opportunity to join a leading financial institution and build a rewarding career in payroll. We offer a competitive salary and benefits package, a positive work environment, and opportunities for professional development. If you are looking for a challenging and rewarding career, we encourage you to apply!

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