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Axis Bank Careers – Axis Bank Vacancy Job Alert – Payroll Clerk Jobs

Hiring organization
Axis Bank

Job Location

Bettahalsur, 562157, Bangalore, Karnatka, India

Date posted
April 1, 2024

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Valid through
31.08.2024

Base Salary

USD 16 - USD 23

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Axis Bank Jobs Near Me

**Do you have a keen eye for detail and a passion for ensuring accuracy?
Are you looking for a rewarding career in the financial sector?**

Axis Bank is searching for a talented and motivated individual to join our growing team as a Payroll Clerk. This remote position offers the opportunity to play a vital role in our organization's success by ensuring timely and accurate employee compensation.

About Axis Bank

Axis Bank is a leading private sector bank in India, recognized for its commitment to innovation and customer service. We offer a wide range of financial products and services to our diverse clientele. As a part of Axis Bank, you'll be joining a dynamic and collaborative work environment that fosters professional growth and development.

Why Join Us

This role provides a unique opportunity to gain valuable experience in the fast-paced world of banking and finance. You'll work alongside a team of experienced professionals and contribute to the smooth operation of our payroll department.

Job Summary

We are seeking a meticulous and detail-oriented individual to handle all aspects of

our payroll process. You'll be responsible for collecting and verifying employee data, calculating paychecks and deductions, and ensuring compliance with all relevant regulations. This position requires excellent organizational skills, strong analytical abilities, and a commitment to accuracy.

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Axis Bank Jobs Near Me

Key Responsibilities

- Collect and verify employee timesheets and payroll data
- Calculate regular pay, overtime, bonuses, and other compensation elements
- Accurately withhold federal, state, and local taxes, as well as other deductions
- Process payroll through a computerized system and ensure timely payments
- Maintain accurate and up-to-date employee payroll records
- Prepare and distribute paystubs and other payroll reports
- Research and resolve payroll discrepancies
- Respond to employee inquiries related to payroll matters
- Stay current on all applicable payroll laws and regulations
- Assist with year-end payroll processing and reporting

Required Skills and Qualifications

- Minimum of a high school diploma or equivalent
- Proven experience with payroll processing software (a plus)
- Strong understanding of basic accounting principles
- Excellent attention to detail and accuracy
- Superior organizational and time management skills
- Ability to work independently and as part of a team
- Strong communication and interpersonal skills
- Proficient in computer applications like Microsoft Office Suite

Experience

- This position is open to both experienced and qualified freshers. For experienced candidates, a minimum of 1 year of experience in payroll processing is preferred.

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Benefits and Work Environment

At Axis Bank, we are committed to providing our employees with a comprehensive benefits package and a positive work environment. As a Payroll Clerk, you can expect to enjoy:

- Competitive salary and benefits package
- Opportunities for professional development and training
- Supportive and collaborative work environment
- The satisfaction of working for a leading financial institution

Why Join Axis Bank

We offer a dynamic and rewarding work environment that fosters creativity, innovation, and collaboration. You'll have the opportunity to work alongside experienced professionals and learn from the best in the industry. As a Payroll Clerk, you'll play a vital role in ensuring the smooth operation of our organization and the well-being of our employees.

Application Process

To apply for this position, please submit your resume and cover letter online through our careers portal.

Motivate Yourself to Join Us!

If you are a detail-oriented individual with a passion for accuracy and a desire to build a rewarding career in the financial sector, we encourage you to apply! We look forward to hearing from you.

In Conclusion

This role offers a unique opportunity to gain valuable experience in the fast-paced world of banking and finance. You'll work alongside a team of experienced professionals and contribute to the smooth operation of our payroll department. If you are a meticulous and detail-oriented individual with a strong work ethic, we encourage you to apply!

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Important Links

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

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