

## Bookkeeper Post – HDFC Bank Recruitment 2023 In Delhi, Patiala House

**Hiring organization**  
HDFC Bank

### Job Location

Patiala House, 110001, Delhi, Central Delhi, India

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### Base Salary

USD 12,800 - USD 20,000

### Date posted

May 31, 2023

### Valid through

31.12.2023

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

#### HDFC Bank Recruitment 2023

Job Title: Bookkeeper

Company: HDFC Bank Recruitment

Location: Delhi, Patiala House

Job Summary: HDFC Bank Recruitment is seeking a detail-oriented and organized Bookkeeper to join our team in Delhi, Patiala House. As a Bookkeeper, you will be responsible for maintaining financial records, reconciling accounts, and ensuring accurate and timely financial transactions.

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#### HDFC Bank Jobs Near Me

#### Responsibilities:

1. Financial Recording: Record day-to-day financial transactions, including sales, purchases, receipts, and payments, using accounting software or manual systems.
2. General Ledger Management: Maintain and update general ledger accounts, ensuring accuracy and completeness of financial data. Prepare journal entries and post them to the general ledger.
3. Accounts Payable and Receivable: Process invoices, verify accuracy, and enter them into the accounting system. Reconcile vendor statements, resolve discrepancies, and manage accounts payable functions. Generate customer invoices, track payments, and manage accounts receivable activities.
4. Bank Reconciliation: Perform regular bank reconciliations to ensure accurate recording of transactions and identify any discrepancies.

Investigate and resolve any discrepancies or issues related to bank transactions.

5. **Financial Reporting:** Prepare and distribute financial reports, including balance sheets, income statements, and cash flow statements. Assist in the preparation of periodic financial statements and reports for internal and external stakeholders.
6. **Expense Management:** Review and verify expense reports, ensuring compliance with company policies and procedures. Track and reconcile employee expense reimbursements.
7. **Compliance and Audit Support:** Assist in internal and external audits by providing accurate and timely financial data, supporting documentation, and explanations as required. Ensure compliance with accounting principles, regulations, and company policies.
8. **Data Analysis:** Analyze financial data, identify trends, and provide insights to support informed decision-making by management. Assist in budgeting and forecasting activities.
9. **Record Maintenance:** Maintain organized and up-to-date financial records, both electronically and in physical files. Ensure proper documentation and retention of financial records in accordance with regulatory requirements.
10. **Process Improvement:** Identify opportunities for process improvement in bookkeeping and financial management. Suggest and implement changes to enhance efficiency, accuracy, and effectiveness.

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#### **HDFC Bank Careers**

#### **Requirements:**

- Strong knowledge of accounting principles, practices, and regulations.
- Proficiency in using accounting software and tools.
- Excellent attention to detail and accuracy in data entry and record-keeping.
- Strong analytical and problem-solving skills.
- Ability to work with minimal supervision and meet deadlines.
- Effective communication and interpersonal skills.
- Proficiency in MS Office, especially Excel.

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

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