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## HDFC Bank Recruitment 2023 – HDFC Bank Careers – Payroll Clerk Job

**Hiring organization**  
HDFC Bank

### Job Location

India  
Remote work from: IND

### Date posted

September 23, 2023

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### Valid through

31.12.2023

### Base Salary

USD 19,000 - USD 25,000

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### Qualifications

Graduate

### Employment Type

Full-time

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### Description

#### HDFC Bank Recruitment 2023

The Payroll Clerk is responsible for the accurate and timely processing of payroll for all HDFC Bank employees. This includes tasks such as collecting employee data, calculating wages and deductions, and issuing paychecks. The Payroll Clerk also works closely with the HR department to ensure that all payroll records are up-to-date and that all payroll compliance requirements are met.

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#### HDFC Bank Jobs Near Me

#### Responsibilities:

- Collect and enter employee data into the payroll system.
- Calculate wages and deductions, taking into account factors such as hours worked, pay rate, taxes, and other deductions.
- Issue paychecks to employees in a timely manner.
- Maintain payroll records and ensure that they are up-to-date.
- Assist with payroll audits and other payroll compliance requirements.

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#### HDFC Bank Careers

#### Requirements:

- Strong attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Excellent communication and interpersonal skills.

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