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HDFC Bank Recruitment 2024 – Bank Jobs – Payroll Clerk Post

Hiring organization
HDFC Bank

Job Location

India
Remote work from: IND

Date posted
January 5, 2024

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Valid through
31.08.2024

Base Salary

USD 17,000 - USD 24,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

HDFC Bank Recruitment 2024

As a Payroll Clerk, you'll play a vital role in ensuring our employees receive their paychecks accurately and on time. You'll be responsible for a variety of tasks, from data entry and verification to calculations and reporting.

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HDFC Bank Jobs Near Me

Responsibilities:

- Collect and process payroll data, including timesheets, deductions, and leave requests.
- Enter and update employee information in the payroll system.
- Verify the accuracy of all data entries to ensure timely and error-free paychecks.
- Calculate regular and overtime pay, bonuses, and other earnings accurately.
- Apply and withhold taxes, deductions, and garnishments according to company policy and government regulations.
- Prepare and submit payroll reports for internal and external stakeholders.

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HDFC Bank Careers

Skills:

- Strong attention to detail and accuracy.
- Excellent mathematical and analytical skills.
- Proficient in computer software applications, particularly payroll systems.
- Strong communication and interpersonal skills.

Important Links Ability to work independently and as part of a team. **Find the Link in [Apply Now](#) Button**

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