ICICI Bank Careers 2023 – Bank Jobs – Payroll Clerk Jobs

Hiring organization
ICICI Bank

Job Location
India
Remote work from: India

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Date posted
June 3, 2023

Valid through
31.12.2023

Base Salary
USD 19,000 - USD 25,000

APPLY NOW

Qualifications
Graduate

Employment Type
Full-time

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Description

ICICI Bank Recruitment 2023

ICICI Bank is a leading private sector bank in India, providing a wide range of financial products and services to individuals, businesses, and corporate clients. With a focus on customer satisfaction and innovation, we strive to deliver efficient and reliable banking solutions. As a Payroll Clerk at ICICI Bank, you will play a vital role in processing payroll, ensuring accurate and timely payment to employees.

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ICICI Bank Jobs Near Me

Responsibilities:

- Collect and verify timesheets, attendance records, and other relevant data for payroll processing.
- Calculate and process employee salaries, bonuses, deductions, and reimbursements accurately and on time.
- Maintain accurate and up-to-date employee records, including payroll data, leave records, and tax withholding information.
- Prepare and distribute employee pay slips, salary statements, and other payroll-related documents.
- Ensure proper documentation and filing of payroll records in accordance with internal policies and legal requirements.
- Stay updated on payroll-related laws, regulations, and tax guidelines, ensuring compliance with statutory requirements.

- Prepare and submit periodic payroll reports, including tax reports, provident fund statements, and other required filings.

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Requirements:

- Strong numerical and analytical skills, with the ability to accurately calculate and process payroll information.
- Proficiency in using payroll software and spreadsheet applications for data entry and calculations.
- Familiarity with payroll processes, tax regulations, and compliance requirements.
- Attention to detail and the ability to maintain confidentiality of sensitive employee information.
- Strong organizational and time management skills, with the ability to meet deadlines and handle multiple tasks simultaneously.
- Excellent communication and interpersonal skills, with the ability to work effectively as part of a team.

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

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