



<https://jobfever.govhelp.in/job/icici-bank-careers-2023-free-job-alert-payroll-clerk-jobs/>

ICICI Bank Careers 2023 – Free Job Alert – Payroll Clerk Jobs

Hiring organization
ICICI Bank

Job Location

India
Remote work from: India

Date posted
June 15, 2023

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Valid through
31.12.2023

Base Salary

USD 18,000 - USD 22,300

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

ICICI Bank Recruitment 2023

Join ICICI Bank as a Payroll Clerk and be part of our dedicated team responsible for ensuring accurate and timely payment processing for our employees. We are seeking individuals with a strong understanding of payroll systems, attention to detail, and a commitment to maintaining confidentiality. As a Payroll Clerk, you will play a crucial role in supporting our payroll operations and ensuring employee satisfaction.

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ICICI Bank Jobs Near Me

Responsibilities:

1. Payroll Processing: Collect, review, and process employee time and attendance records, ensuring accurate calculation of salaries, wages, bonuses, and deductions. Verify and reconcile payroll data to maintain data integrity. Collaborate with HR and other departments to ensure employee information is updated and accurate for payroll processing.
2. Compliance and Documentation: Ensure compliance with relevant employment laws, tax regulations, and internal policies. Prepare and submit payroll reports, tax filings, and other required documentation to appropriate authorities. Maintain proper records and documentation related to payroll activities, such as payroll registers, tax forms, and pay statements.
3. Employee Support: Respond to employee inquiries related to payroll, taxes,

deductions, and benefits. Assist employees in understanding their payroll statements and resolving any discrepancies. Provide exceptional customer service, addressing employee concerns promptly and professionally. Maintain confidentiality of payroll information and handle sensitive employee data with care.

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ICICI Bank Careers

Requirements:

1. Attention to Detail: Possess excellent attention to detail to accurately process payroll data, verify calculations, and identify discrepancies. Ability to work with numbers, perform calculations, and maintain a high level of accuracy in a fast-paced environment.
2. Knowledge of Payroll Systems: Familiarity with payroll software or systems used for payroll processing. Proficiency in Microsoft Excel for data entry, calculations, and report generation. Understanding of payroll regulations, tax laws, and statutory requirements is an advantage.
3. Communication and Confidentiality: Demonstrate strong communication skills to effectively interact with employees and stakeholders. Ability to explain payroll processes, policies, and deductions clearly. Uphold strict confidentiality of employee information and exercise discretion in handling sensitive data.

Important Links

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

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