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ICICI Bank Recruitment 2023 – Free Job Alert – Bookkeeper Posts

Hiring organization
ICICI Bank

Job Location

India
Remote work from: IND

Date posted
August 4, 2023

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Valid through
31.12.2023

Base Salary

USD 18,000 - USD 22,000

APPLY NOW

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

ICICI Bank Recruitment 2023

ICICI Bank is looking for a Bookkeeper to join our team. The ideal candidate will be responsible for maintaining the bank's financial records and ensuring that all transactions are accurately recorded. The Bookkeeper will also be responsible for preparing financial reports and reconciling accounts.

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ICICI Bank Jobs Near Me

Responsibilities:

- Maintain the bank's financial records, including general ledger, accounts payable, accounts receivable, and petty cash.
- Ensure that all transactions are accurately recorded and that the bank's financial statements are accurate.
- Prepare financial reports, such as the balance sheet, income statement, and cash flow statement.
- Reconcile accounts and identify and investigate any discrepancies.
- Assist with other accounting tasks as needed.

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ICICI Bank Careers

Requirements:

- Excellent organizational and time management skills.
- Strong attention to detail.
- Proficient in Microsoft Excel, Word, and PowerPoint.
- Knowledge of accounting principles and procedures.

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