

## Kotak Bank Careers 2023 - Freshers Jobs - Bookkeeper Posts

**Hiring organization**  
Kotak Mahindra Bank

### Job Location

India  
Remote work from: IND

**Date posted**  
August 30, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 18,500 - USD 23,500

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### Qualifications

Graduate

### Employment Type

Full-time

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### Description

#### Kotak Mahindra Bank Recruitment 2023

The Bookkeeper is responsible for maintaining the financial records of Kotak Mahindra Bank. This includes recording financial transactions, reconciling accounts, and preparing financial reports. The ideal candidate will be a highly organized and detail-oriented individual with strong analytical and problem-solving skills.

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#### Kotak Mahindra Bank Jobs Near Me

#### Responsibilities:

- Record financial transactions in the general ledger
- Reconcile bank accounts
- Prepare financial reports, such as balance sheets, income statements, and cash flow statements
- Investigate and resolve discrepancies in financial records
- Maintain a filing system for financial records
- Prepare tax returns
- Provide financial information to management and other stakeholders

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#### Kotak Mahindra Bank Careers

#### Skills:

- Strong analytical and problem-solving skills
- Excellent organizational and time management skills

- Proficient in Microsoft Excel and other accounting software
- Attention to detail and accuracy

Ability to work independently and as part of a team

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