

Kotak Bank Careers 2023 – Kotak Bank Jobs – Bookkeeper Jobs

Hiring organization
Kotak Mahindra Bank

Job Location

India
Remote work from: IND

Date posted

September 19, 2023

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Valid through

31.12.2023

Base Salary

USD 22,500 - USD 28,500

APPLY NOW

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, preparing financial reports, and reconciling accounts. The ideal candidate will have strong accounting skills and be able to work independently and as part of a team.

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Kotak Mahindra Bank Jobs Near Me

Responsibilities:

- Record financial transactions in the general ledger.
- Prepare financial reports, such as balance sheets, income statements, and cash flow statements.
- Reconcile accounts to ensure that they are accurate.
- Maintain financial records in accordance with accounting standards.
- Assist with audits and other compliance requirements.

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Kotak Mahindra Bank Careers

Skills:

- Strong accounting skills
- Excellent written and verbal communication skills
- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint)
- Experience with accounting software, such as SAP or Oracle
- Ability to work independently and as part of a team

Attention to detail
Important Links

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

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