

Kotak Bank Careers 2023 – Kotak Bank Jobs – Bookkeeper Post

Hiring organization
Kotak Mahindra Bank

Job Location

India
Remote work from: IND

Date posted
August 3, 2023

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Valid through
31.12.2023

Base Salary

USD 23,500 - USD 29,500

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 tasks such as recording financial transactions, preparing financial reports, and reconciling accounts. The Bookkeeper must be able to work independently and as part of a team, and must be able to meet deadlines under pressure.

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Kotak Mahindra Bank Jobs Near Me

Responsibilities:

- Record financial transactions in the general ledger.
- Prepare financial reports, such as the balance sheet and income statement.
- Reconcile accounts to ensure that they are accurate.
- Maintain financial records in accordance with accounting principles.
- Respond to inquiries from management and auditors.

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Kotak Mahindra Bank Careers

Skills:

- Strong accounting skills.
- Proficient in Microsoft Office Suite.
- Attention to detail.
- Ability to work independently and as part of a team.
- Ability to meet deadlines under pressure.

Important Links

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

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