

Kotak Bank Recruitment 2023 – All India Jobs – Bookkeeper Posts

Hiring organization
Kotak Mahindra Bank

Job Location

India
Remote work from: IND

Date posted
October 6, 2023

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Valid through
31.12.2023

Base Salary

USD 18,500 - USD 23,500

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, 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

Important Links Ability to work independently and as part of a team

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

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