

## Kotak Bank Recruitment 2023 – Jobs For Freshers – Payroll Clerk Posts

**Hiring organization**  
Kotak Mahindra Bank

### Job Location

India  
Remote work from: IND

**Date posted**  
July 26, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 18,000 - USD 21,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

#### Kotak Mahindra Bank Recruitment 2023

Kotak Mahindra Bank is a leading private-sector bank committed to delivering exceptional financial services to individuals and businesses. We are currently seeking a meticulous and detail-oriented Payroll Clerk to join our dedicated team. As a Payroll Clerk, you will play a vital role in ensuring accurate and timely processing of payroll for our employees.

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#### Kotak Mahindra Bank Jobs Near Me

#### Responsibilities:

1. Payroll Processing: Collect and verify timekeeping data and attendance records from employees to prepare accurate payroll reports. Calculate wages, deductions, and withholdings, ensuring compliance with relevant laws, regulations, and company policies. Collaborate with HR and finance teams to resolve any payroll-related discrepancies or issues.
2. Recordkeeping and Documentation: Maintain and update payroll records, employee information, and related documents in compliance with data protection regulations. Generate reports on payroll-related information, such as employee earnings, taxes, and benefits contributions. Assist with payroll audits and provide necessary documentation as required.
3. Payroll Administration Support: Respond to employee inquiries regarding payroll, deductions, and tax-related matters in a timely and professional manner. Collaborate with internal teams to address and resolve payroll-related queries or concerns. Stay updated on changes in payroll regulations and assist in implementing necessary updates to payroll systems and processes.

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**Kotak Mahindra Bank Careers**

**Requirements:**

1. Attention to Detail: Strong attention to detail and accuracy in payroll processing, ensuring precise calculations and adherence to payroll policies and regulations.
2. Numerical Aptitude: Proficiency in basic mathematical calculations and ability to analyze and interpret numerical data.
3. Confidentiality and Ethics: Demonstrated ability to handle sensitive and confidential information with utmost discretion and maintain a high level of integrity and ethical conduct.

**Important Links**

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

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