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Union Bank of India Career For Accounting assistant Post

Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

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Base Salary

USD 20.000 - USD 30.000

Qualifications

10th/12th, Graduate, Post Graduate

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Employment Type

Full-time, Part-time

Description

Union Bank of India Careers For Accounting Assistant Post

Position: Accounting Assistant

Location: Work From Home / On-Site

About the Job

Union Bank of India is looking for a dedicated and detail-oriented Accounting Assistant to join our finance team. This role is perfect for individuals who are eager to start their career in banking and finance. As an Accounting Assistant, you will support daily accounting operations and ensure accurate financial record-keeping.

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Key Responsibilities

Hiring organization

Union Bank of India

Date posted

October 1, 2024

Valid through

31.12.2024

APPLY NOW

- Assist in maintaining financial records and databases.
- Prepare and process invoices, payments, and receipts.
- Help reconcile bank statements and accounts.
- Support the preparation of financial reports and statements.
- Ensure compliance with accounting standards and bank policies.
- Assist in audits by providing necessary documentation.
- Collaborate with team members to improve accounting processes.

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Requirements

- Bachelor's degree in Accounting, Finance, or a related field.
- Basic understanding of accounting principles and practices.
- Familiarity with accounting software and Microsoft Excel.
- Strong attention to detail and accuracy.
- Good communication skills and ability to work in a team.
- Willingness to learn and adapt to new challenges.

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Benefits

- Competitive salary and benefits package.
- Opportunities for career growth and professional development.
- Flexible work arrangements, including work-from-home options.
- Comprehensive health and wellness benefits.
- A friendly and collaborative work environment.

How to Apply

If you are interested in this opportunity, please apply through our official site. We look forward to your application!

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Important Links

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

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