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Staff Accountant – Bank Jobs Near Me – HDFC Bank Careers

Job Location India Remote work from: IND

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Base Salary USD 14 - USD 23

Qualifications Graduate

Employment Type Full-time

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Description

Staff Accountant

This exciting role offers a comprehensive understanding of the banking industry and its financial operations. You'll be responsible for a range of accounting tasks, from processing daily transactions and maintaining ledgers to preparing financial reports and ensuring compliance with accounting standards. Your meticulous approach, coupled with your problem-solving abilities, will contribute to the accuracy and integrity of the bank's financial records.

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Responsibilities:

- **Transaction Master:** Process various financial transactions (payments, receipts, etc.) accurately and efficiently, ensuring timely posting and proper record-keeping.
- Ledger Maestro: Maintain general ledgers, subsidiary ledgers, and other accounting records with meticulous attention to detail and adherence to accounting principles.
- **Reporting Ace:** Prepare accurate and timely financial reports (balance sheets, income statements, etc.) for internal stakeholders and regulatory bodies.
- **Reconciliation Champion:** Perform regular reconciliations of accounts, identifying and resolving discrepancies promptly to ensure data

Hiring organization HDFC Bank

Date posted February 16, 2024

Valid through 31.08.2024

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integrity.

- **Compliance Guardian:** Stay updated on accounting regulations and standards, ensuring all financial activities comply with relevant guidelines.
- **Team Player:** Collaborate effectively with colleagues in finance and other departments to support the bank's overall financial operations.

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Skills:

- Excellent communication and interpersonal skills, with the ability to build rapport and trust with clients.
- Strong analytical and problem-solving skills, with the ability to identify client needs and recommend suitable solutions.
- Sales and negotiation skills, with the ability to effectively present financial products and services.
- Time management and organizational skills, with the ability to prioritize tasks and meet deadlines.
- Proficiency in Microsoft Office Suite and other relevant banking software.

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