



Bandhan Bank

<https://jobable.govhelp.in/job/bandhan-bank-careers-latest-job-notification-jobs-for-payroll-clerk/>

Bandhan Bank Careers – Latest Job Notification – Jobs For Payroll Clerk

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 14 - USD 26

Qualifications

Graduate, Post Graduate

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Employment Type

Full-time

Description

Bandhan Bank Recruitment 2024

Are you detail-oriented and enjoy ensuring accuracy? Do you thrive in a fast-paced environment where your contributions directly impact the well-being of others? If so, a career as a Payroll Clerk at Bandhan Bank could be the perfect fit for you!

Bandhan Bank Jobs Near Me

Bandhan Bank is a leading private sector bank in India, recognized for its commitment to financial inclusion and empowerment. We offer a dynamic and rewarding work environment where you can leverage your skills, contribute to our growth, and build a fulfilling career.

Summary

In this role, you'll play a vital role in ensuring the smooth functioning of our payroll operations. You'll be responsible for processing employee salaries accurately and efficiently, maintaining meticulous records, and adhering to all relevant regulations. This position offers an excellent opportunity to gain valuable experience in the financial services industry, develop strong analytical and problem-solving skills, and contribute to the success of a growing organization.

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Hiring organization

Bandhan Bank

Date posted

March 23, 2024

Valid through

31.12.2024

APPLY NOW

Key Responsibilities

- Collect, verify, and process payroll data, including timesheets, wages, deductions, and benefits.
- Calculate gross and net pay, ensuring accuracy and compliance with tax regulations.
- Prepare and distribute paychecks or direct deposits on time and accurately.
- Maintain and update employee payroll records, including tax withholding information, leave balances, and salary changes.
- Research and resolve payroll discrepancies promptly and efficiently.
- Generate and maintain various payroll reports for internal and external stakeholders.
- Stay up-to-date on relevant payroll laws and tax regulations.
- Assist with onboarding new employees and processing terminations.
- Respond to employee inquiries related to payroll matters in a professional and courteous manner.

Required Skills and Qualifications

- Minimum qualification of a Bachelor's degree in Commerce, Finance, Accounting, or a related field (or equivalent work experience).
- Strong analytical and problem-solving skills with a keen eye for detail.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint).
- Excellent time management and organizational skills.
- Ability to work independently and as part of a team.
- Strong communication and interpersonal skills.
- Working knowledge of payroll principles and practices (a plus).

Experience

- This position is open to both freshers and experienced candidates. For experienced candidates, prior experience in payroll processing or a related field is preferred.

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Why Join Bandhan Bank ?

At Bandhan Bank, we offer a comprehensive benefits package that includes competitive salaries, health insurance, paid time off, and opportunities for professional development. You'll work in a collaborative and supportive environment where your contributions are valued, and you'll have the chance to make a real difference in the lives of our employees. We are committed to fostering

a culture of diversity, inclusion, and equal opportunity.

Benefits and Work Environment

- Competitive salary and benefits package
- Opportunities for professional development and career growth
- Collaborative and supportive work environment
- Culture of diversity, inclusion, and equal opportunity

Application Process

To apply for this position, please submit your resume and cover letter online through our careers portal.

Motivate to Join

Building a career at Bandhan Bank is more than just a job; it's an opportunity to be part of something bigger. You'll gain valuable experience, contribute to the financial well-being of our employees, and play a key role in the success of a leading financial institution.

Overview

This role offers a unique opportunity to combine your financial acumen with strong organizational and communication skills. You'll play a critical role in ensuring the smooth and accurate operation of our payroll system, while contributing to the overall success of Bandhan Bank.

Join us today and embark on a rewarding career journey at Bandhan Bank!

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Important Links

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

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