

Bookkeeper – Free Job Alerts – PhonePe Jobs For Freshers

Job Location

India
Remote work from: IND

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Base Salary

USD 15 - USD 23

Qualifications

Graduate, 12th Pass

Employment Type

Full-time

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Description

Finance Director

This is an excellent opportunity for a recent graduate with a bookkeeping diploma or someone with a few years of experience to launch a rewarding career in finance within a fast-paced and growing fintech company. You'll work collaboratively with various departments to process financial transactions, reconcile accounts, and generate insightful reports to support PhonePe's financial health.

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PhonePe Careers

Responsibilities:

- Process daily financial transactions with accuracy and efficiency, ensuring adherence to accounting principles.
- Reconcile bank statements and accounts payable/receivable, identifying and resolving any discrepancies.
- Maintain accurate general ledger records and prepare financial reports such as balance sheets and income statements.
- Assist with month-end closing procedures and ensure timely and accurate financial reporting.
- Perform bookkeeping tasks related to accounts payable and receivable, including processing invoices and payments.
- Maintain a strong understanding of PhonePe's financial policies and procedures.
- Collaborate with other departments to ensure smooth financial operations.

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Hiring organization

PhonePe

Date posted

March 7, 2024

Valid through

31.08.2024

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Phonepe Jobs For Freshers

Skills:

- Strong organizational and communication skills.
- Ability to work independently and as part of a team.
- Attention to detail and accuracy.
- Proficient in Microsoft Office Suite.
- Passion for HR and a desire to learn and grow in the field.

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