

Kotak Bank Recruitment 2023 – Free Job Alert – General Accountant Post

Hiring organization
Kotak Mahindra Bank

Job Location

India
Remote work from: IND

Date posted
July 14, 2023

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Valid through
31.12.2023

Base Salary

Rs. 17,500 - Rs. 24,500

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Kotak Bank Recruitment 2023

We are seeking a diligent and detail-oriented General Accountant to join our team at Kotak Mahindra Bank. As a General Accountant, you will play a crucial role in maintaining accurate financial records and ensuring compliance with accounting principles and regulations. Your strong analytical skills, attention to detail, and ability to handle financial transactions will contribute to the overall financial integrity of our organization.

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Kotak Bank Jobs Near Me

Responsibilities:

- 1. Financial Reporting and Analysis:** Prepare and analyze financial statements, including balance sheets, income statements, and cash flow statements. Ensure accuracy and compliance with accounting standards and regulatory requirements. Assist in identifying trends, variances, and areas for improvement, providing valuable insights for management decision-making.
- 2. Bookkeeping and Transaction Processing:** Record and maintain financial transactions, including accounts payable, accounts receivable, general ledger entries, and bank reconciliations. Ensure timely and accurate processing of invoices, payments, and receipts. Perform periodic audits to verify data accuracy and resolve discrepancies.
- 3. Compliance and Documentation:** Assist in ensuring compliance with relevant accounting standards, tax regulations, and internal control policies. Prepare supporting documentation for audits and assist in the implementation of audit recommendations. Collaborate with internal teams and external stakeholders to provide necessary financial information and resolve any accounting-related inquiries.

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Kotak Bank Careers

Skills:

1. **Strong Analytical Skills:** Proficient in financial analysis, with the ability to interpret and evaluate financial data accurately. Attention to detail to ensure precision in calculations and financial reporting.
2. **Accounting Knowledge:** Solid understanding of accounting principles, financial statements, and general ledger functions. Familiarity with accounting software and tools. Knowledge of tax regulations and compliance requirements is beneficial.
3. **Communication and Collaboration:** Excellent written and verbal communication skills to effectively convey financial information to stakeholders. Ability to work collaboratively with cross-functional teams, including finance, operations, and audit departments.

Important Links