



<https://govhelp.in/job/yes-bank-recruitment-2023-bank-jobs-near-me-bookkeeper-post/>

Yes Bank Jobs 2023 – Bank Jobs Near Me – Bookkeeper Post

Job Location

India
Remote work from: Brazil

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Base Salary

USD. 11,000 - USD. 16,500

Qualifications

Graduation, 12Th Passed

Employment Type

Full-time

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Description

Yes Bank Recruitment 2023

As a Bookkeeper, you will play a crucial role in maintaining accurate financial records and ensuring the smooth operation of our company's financial processes. You will be responsible for recording financial transactions, reconciling accounts, and preparing financial reports. Your attention to detail, strong mathematical skills, and proficiency in accounting software will contribute to the overall financial health of our organization.

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Yes Bank Jobs Near Me

Responsibilities:

1. Maintain accurate and up-to-date financial records by recording all financial transactions, including purchases, sales, receipts, and payments.
2. Prepare and process invoices, receipts, and payments accurately and in a timely manner.
3. Reconcile bank statements, credit card statements, and other financial records to ensure accuracy and identify discrepancies.
4. Monitor accounts receivable and accounts payable, following up on outstanding payments or invoices as necessary.
5. Prepare financial reports, such as profit and loss statements, balance sheets, and cash flow statements, on a regular basis.

Hiring organization

Yes Bank

Date posted

May 27, 2023

Valid through

31.12.2023

APPLY NOW

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Yes Bank Careers

Qualifications:

1. Associate's degree in accounting, finance, or a related field (relevant certifications or additional education is a plus).
2. Proven experience as a bookkeeper or in a similar role, demonstrating strong knowledge of accounting principles and practices.
3. Proficiency in using accounting software and spreadsheets (e.g., QuickBooks, Excel) to record and analyze financial data.
4. Strong mathematical and analytical skills, with attention to detail and accuracy.
5. Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
6. Knowledge of tax regulations and reporting requirements.

Important Links

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

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