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Tally Clerk Jobs In New Zealand

Job Location

New Zealand

Remote work from: IN; USA; AU; NZ; DK; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; QA; MA; SA; MX; AE; CA; GT; DO

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Base Salary

USD 26 - USD 35

Qualifications

High School, 10th, 12th Pass, Graduate Depends upon Position

Employment Type

Full-time, Part-time

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Hiring organization

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Date posted

May 23, 2024

Valid through

31.12.2050

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Description

Do you have a keen eye for detail and a knack for numbers? Are you looking for a career in a fast-paced accounting environment?

We are seeking a motivated and organized Tally Clerk to join our growing team. In this role, you will be responsible for a variety of tasks to ensure the accuracy and efficiency of our financial records using Tally accounting software.

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Responsibilities:

- **Process financial transactions, including accounts payable and receivable**
- **Maintain general ledger accounts and reconcile bank statements**
- **Prepare and submit invoices and reports**
- **Assist with month-end closing procedures**
- **Ensure data accuracy and integrity within the Tally system**
- **Stay up-to-date on relevant accounting procedures and regulations**

Qualifications:

- **Proven experience working with accounting software (experience with Tally a strong asset)**
- **Strong understanding of accounting principles**

and practices

- Excellent attention to detail and accuracy
- Ability to work independently and as part of a team
- Excellent communication and interpersonal skills
- Proficient in Microsoft Office Suite (Excel, Word)

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Benefits:

- Competitive salary and benefits package
- Opportunity to work in a dynamic and growing company
- Be part of a supportive and collaborative team
- Gain valuable experience in the accounting field

If you are a detail-oriented individual with a passion for accuracy and a desire to learn, we encourage you to apply!

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