

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/hiring-bookkeeping-specialist/>

## HIRING ORGANIZATION

Votiko solutions

## EMPLOYMENT TYPE

Full-time, Part-time

## DATE POSTED

? September 16, 2026

## JOB LOCATION

Surat, Gujarat, India

## HIRING | BOOKKEEPING SPECIALIST

### BASE SALARY

INR 25000 - INR 35000

### DESCRIPTION

**Company Name:** Votiko solutions

**Job Type:** Full-time

**Salary:** 25000-35000

**Location:** India

**Email:** [hr@votiko.com](mailto:hr@votiko.com)

**Contact HR:** +91 8980851139

#### Job Description:

? Votiko Solutions Pvt. Ltd.

? **Location:** Surat, Gujarat – Work From Office

? **Position:** US Accounting & Bookkeeping Specialist

? **Shift:** Night Shift

? **Salary:** ?25,000 – ?35,000/Month

? **Experience:** Minimum 2 Years

### ? Requirements:

? Minimum 2 years of experience in US Accounting AND Bookkeeping

? Both US Accounting & Bookkeeping experience are mandatory

? Strong knowledge of US Accounting Principles

? Hands-on experience in Bookkeeping & Financial Record Management

? Knowledge of Accounts Payable (AP) & Accounts Receivable (AR)

? Bank Reconciliation & General Ledger knowledge

? QuickBooks experience preferred

? Good knowledge of MS Excel

? Strong attention to detail and accuracy

? Comfortable working in a Night Shift

? **Apply:** [hr@votiko.com](mailto:hr@votiko.com)

? **Call/WhatsApp:** +91 85115 39085

?? **Note:** Candidates must have relevant experience in BOTH US Accounting and Bookkeeping.