WORK VAPOR

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

HIRING | BOOKKEEPING SPECIALIST

HIRING ORGANIZATION

Votiko solutions

EMPLOYMENT TYPE

Full-time, Part-time

BASE SALARY

INR 25000 - INR 35000

DATE POSTED

? September 16, 2026

JOB LOCATION

Surat, Gujarat, India

DESCRIPTION

Company Name: Votiko solutions
Job Type: Full-time
Salary: 25000-35000
Location: India
Email: 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
? **Call/WhatsApp:** +91 85115 39085

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