

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/payroll-accountant-executive-2/>

## HIRING ORGANIZATION

votiko solutions

## EMPLOYMENT TYPE

Full-time, Part-time

## JOB LOCATION

Surat, India

? Remote work from: INDIA

## DATE POSTED

? April 18, 2026

## VALID THROUGH

2027-02-17

# PAYROLL ACCOUNTANT EXECUTIVE

## BASE SALARY

INR 40000 - INR 60000

## DESCRIPTION

Surat | Work From Office / Work From Home | Night Shift

Contact: 8511539085 | [hr@votiko.com](mailto:hr@votiko.com)

### Payroll Accountant – Manage Salary Processing

This is a good opportunity for people who know payroll work. Person will handle salary processing and employee data. Work is simple if basic knowledge is there. Night shift comfort is needed.

## Job Overview

- Role: Payroll Accountant
- Work from office in Surat or work from home
- Night shift job

## Salary Details

- ₹40,000 to ₹60,000 per month
- Based on experience

## Experience Required

- Minimum 2+ years experience
- Payroll work knowledge needed

## Key Responsibilities

- Process employee salaries
- Manage payroll data
- Work on ADP Workforce Now
- Maintain records properly
- Ensure accuracy in payments

## **Skills Needed**

- Knowledge of ADP Workforce Now
- Basic accounting understanding
- Good attention to detail
- Comfortable in night shift

## **Eligibility**

- Any graduate can apply
- Relevant experience required

## **How To Apply**

Send your resume to [hr@votiko.com](mailto:hr@votiko.com) or WhatsApp at **8511539085** for quick response.