

WORK VAPOR

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

HIRING ORGANIZATION

votiko solutions

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

India

PAYROLL ACOOUNTANT EXECUTIVE

BASE SALARY

INR 40000 - INR 60000

DESCRIPTION

Votiko Solutions Pvt. Ltd.

Surat – Work From Office option available. Work From Home option is also open across India. Night shift role. Full-time position. Salary range is ₹40,000 to ₹60,000 per month. Experience required is minimum 2 years. Any graduate can apply.

Email: hr@votiko.com

Contact Number: +91 8511539085

Job Overview

This role is for Payroll Accountant. The main work is salary processing and payroll handling. Candidate should know how payroll systems work. Work will be done using ADP Workforce Now. Night shift timing is required.

Key Responsibilities

- Handle payroll processing for employees
- Manage salary calculation and payment
- Work on ADP Workforce Now system
- Keep payroll data correct and updated

Skills & Requirements

- Minimum 2 years experience in payroll
- Knowledge of ADP Workforce Now or ADP
- Basic understanding of salary and payroll
- Comfortable with night shift timing

Apply Process

Interested candidates can apply by sending email or calling HR. Make sure to mention your experience in payroll.

Email: hr@votiko.com

Contact Number: +91 8511539085