

## Accountant 1

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Company: Gyrodata

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

Essential Duties Produce and issue invoices; Code journals; Record and file sales invoices; Calculate sales accruals; All sales related CODA entries; Maintain revenue spreadsheet; Ensure correct contact data is used when invoicing in co-operation with Marketing; Credit Control: Produce aged debt reports, complete follow up actions and maintain log of activities; Respond to sales queries from Houston; Discounts: maintain and update records; Reviewing WHT and collecting certificates; IPR and Stock posting; Fixed assets and depreciation; Intercompany invoices; Posting bank information; Reconciliation of Balance Sheet Accounts; Any other ad hoc duties as requested by the Accountant/Financial Controller. HSE Function The Accountant I is responsible to the Accountant for: Having a positive and responsible attitude towards the health, safety and environmental (HSE) aspects of their daily routines, thus contributing to the development of a healthy and safe working environment; Having a thorough knowledge of the HSE policies, procedures and responsibilities that are applicable to their job function, and informing their immediate supervisor of any procedural anomalies and omissions that impact on job activities; Ensuring that they act in accordance with all HSE policies and procedures that are applicable to their daily work activities; QA Function Comply with applicable quality Required Skills Part qualified to 2 years and above Good communication skills and able to work well as part of a team Proactive and taking initiative to solve issues Intermediate Excel Preferred Skills SpendMap software experience Coda experience Sales invoicing experience

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