

Accountant Invoice Processing

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Company: ExclusiveJobz

Location: Dubai

Category: business-and-financial-operations

Job Description

Invoice processing by definition is a business function performed by the accounts payable department which consists of a series of steps for managing vendor or supplier invoices from receipt to payment, and recorded in the general ledger.

1- Accountant Invoice Processing

Job Type :- Full Time

Location:- Dubai, AE

Based Currency :- AED

Job Responsibilities

Ensure the invoices, Debit notes, Credit notes etc. are processed in line with P2P documented SOPs and any deviations are notified, agreed and captured in SOPs

Follow up for Delegation of Authority (DOA) compliance particularly for Non-Trade procurement

Resolve internal and external queries in line with SLA's.

Responsible for maintaining sound internal control environment.

Comprehensive capture of data and information during posting

Manage customer expectation and ensure positive feedback.

Support on projects

Systematically identify, analyze and resolve issues to reach optimal solution in a timely manner

VAT compliance before processing invoices

Timely booking of utility and telecom invoices

Daily upload of invoice data from front-end systems

Entries in front-end systems are posted /cleared without any lag

To ensure any changes to relevant SOPs are discussed with your line manager and updated by LM in Blue works

Job Requirements

Graduation in Finance, Accounting, Commerce or related field

2 to 3 years' experience in Accounts Payable

Preferably with SAP experience

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