

## Accountant Jobs In Abu Dhabi | Future Tense

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Company: Future Tense

Location: , Abu Dhabi Emirate, United Arab Emirates

Category: business-and-financial-operations

### Accountant Jobs In Abu Dhabi | Future Tense

#### About the job

Effectively and efficiently manage the company's petty cash operations through proper inspection and payments of bills, receipts and cash count.

- Oversee and execute account payable checks and wire transfers.
- Support various departments in conducting monthly account reconciliations.
- Monitor and manage the authorized account reconciliation process.
- Handle all banking transactions and ensure accurate monthly data recording.
- Provide supplementary schedules for auditing purposes as required.
- Regularly review and analyze various general ledger accounts.
- Develop budget plans for various processes as needed.
- Prepare journal entries and consolidate general ledgers for subsidiary accounts.
- Compile monthly bank statements and Bank Reconciliation.
- Provide requested documents to external auditors.
- Assist in maintaining internal expense records within the company.

#### Requirement

In-depth understanding of Generally Accepted Accounting Principles (GAAP)

- Awareness of business trends.
- Familiarity with financial accounting statements
- Experience with general ledger functions and the month-end/year-end close process
- Hands-on experience with accounting software packages, like Microsoft Dynamics.

- Advanced MS Excel skills including VLOOKUP's and pivot tables
- Accuracy and attention to detail
- Aptitude for numbers and quantitative skills

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