

## Accountant Jobs in Dubai | Doka

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Company: Doka

Location: , Dubai, United Arab Emirates

Category: business-and-financial-operations

### Description

Posting business transactions, invoice processing, verifying financial data for use in maintaining records.

Clarifying questionable invoice items, prices or receiving signatures.

Comparing purchase orders, prices, terms of payment and other charges

Generating invoices and account statements

Maintaining accounts receivable files and records

Facilitate payment of invoices due by sending bill reminders and contacting clients

Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.

Reconcile financial discrepancies by collecting and analyzing account information

Produce error-free accounting reports and present their results

Handle monthly, quarterly and annual closings

Maintain accounting controls by preparing and recommending policies and procedures

Assist in the preparation of regularly scheduled reports

### Requirements:

Bachelor's degree in Accounting, Finance, or a related field, or an equivalent combination of education, training and experience

1-2 years of accounting/finance experience

Intermediate to advanced skills and knowledge of Excel, as well as other Microsoft Office applications

Excellent interpersonal skills to communicate effectively across the organization

Thorough knowledge of general ledger accounting and account reconciliation

Highly detail-oriented

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