

United Arab Emirates Jobs Expertini®

Accountant

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Company: Instashop

Location: united arab emirates

Category: other-general

Accountant Finance & Accounts - United Arab Emirates, AE - Full time - 687InstaShop, headquartered in Dubai, is the leading online marketplace for supermarkets, pharmacies, pet shops & other businesses in the Middle East. With a young & motivated team & an office resembling the ones of startups in San Francisco, InstaShop is the right company for individuals passionate about adding value within a fast-growing technology company. The Accountant is an impactful role in our company. With proper control and high organizational skills, he/she will manage the approval flow of invoices and postings into our ERP system.

Primary Responsibilities

- Reviewing vendor invoices and ensuring timely, compliant payments and in accordance to financial policies and procedures.
- Facilitation of outstanding payments of invoices by following up with other functions in the organization.
- Reconciliation tasks, including but not limited to: Invoice recon, vendor master recon, payment recon.
- Conducting day-to-day financial transactions, including verifying, classifying and posting accounts payables' data into the system (eg. recording petty cash transactions, keeping track of advances, preparing prepayment and/or accruals schedules, etc.)
- Actively participating in month-end closure activities, including posting journals, ledger review, report preparation, and issue identification and correction.
- Supporting the payables manager with the preparation of reports and other ad-hoc tasks

Requirements

- At least 3 years of experience in an Account Payables role
- Must be organized, well-structured and possess sharp analytical skills
- Detail oriented, focused and committed
- Excellent knowledge of MS-Office, ERP Microsoft Dynamics 365 is a plus
- Accounting-related bachelor/master's preferred
- Ability to manage multiple stakeholders and able to communicate effectively with all levels within the

organization · Knowledge of full P2P cycle is a plus Everything you need in just a few clicks!
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