

Accounting Supervisor Jobs in Dubai | St. Regis Hotels Careers

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Company: St. Regis Dubai The Palm

Location: , Dubai, United Arab Emirates

Category: business-and-financial-operations

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Description:

Check figures, postings, and documents for accuracy. Organize, secure, and maintain all files, records, cash and cash equivalents in accordance with policies and procedures. Record, store, access, and/or analyze computerized financial information.

Responsibilities:

Prepare, maintain, audit, and distribute statistical, financial, accounting, auditing, or payroll reports and tables.

Complete period-end closing procedures and reports as specified. Prepare, review, reconcile, and issue bills, invoices, and account statements according to company procedures.

Follow-up and resolve past due accounts and vendor invoices until payment in full is received or resolved.

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