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Company: SOFITEL

Location: dubai

Category: other-general

Accounts Executive Jobs | Sofitel Dubai The Obelisk CareersDescription:

Position is key to support Accounts Payable, Accounts Receivable and Income Audit functions. Maintain system of purchase orders, receipts, invoices, statements and cheque requests in order to promptly and adequately support, document according to the company's policies and procedures.

Job Responsibilities:Verify all AP & AR invoices and to ensure supported by duly approved documents by key stakeholders

Allocate of correct account number to each invoice to relevant general ledger account and submit to Chief Accountant for verification.

Obtain approval for invoices from the appropriate department prior to processing the invoice on the accounts payable system.

Ensure invoices are correctly entered into the system manually or through the FMC upload file.Job Requirements:Diploma holder would be preferred.

Knowledge of Microsoft Office mainly EXCEL & WORD.

Knowledge of any accounting system will be an advantage.

Minimum of 6 months to 1 year plus experience in accounting will be prefer#J-18808-Ljbffr

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