

United Arab Emirates Jobs Expertini®

Accounts Payable

[Apply Now](#)

Company: Hireget

Location: dubai

Category: other-general

Receive and verify invoices for goods and services, ensuring accuracy and completeness. Code and enter invoices into the accounting system, allocating expenses to the appropriate accounts and cost centers. Match invoices with purchase orders and receiving documents to ensure proper authorization and documentation. Obtain approvals for invoices from appropriate departments or managers as needed. Process payments to vendors and suppliers via check, ACH, wire transfer, or electronic payment methods. Reconcile accounts payable transactions and resolve discrepancies or issues in a timely manner. Maintain vendor files and records, including updating contact information and payment terms. Assist with month-end and year-end closing processes, including preparing accruals and reconciliations. Respond to vendor inquiries and resolve payment-related issues or discrepancies. Generate and distribute accounts payable reports and analysis to management as needed. Requirements: High school diploma or equivalent. Previous experience in accounts payable or general accounting. Proficiency in accounting software and Microsoft Office Suite, particularly Excel. Strong attention to detail and accuracy in data entry and processing. Excellent organizational and time management skills. Strong communication and interpersonal abilities.

#J-18808-Ljbffr

[Apply Now](#)

Cross References and Citations:

1. Accounts Payable HollywoodjobsJobs dubaHollywoodjobs ↗
2. Accounts Payable SurgeonjobsJobs dubaSurgeonjobs ↗
3. Accounts Payable Graduatejobsnearme Jobs dubaGraduatejobsnearme ↗
4. Accounts Payable UkjobopportunitiesJobs dubaUkjobopportunities ↗
5. Accounts Payable Munichjobs Jobs dubaMunichjobs ↗
6. Accounts Payable Referralrecruits Jobs dubaReferralrecruits ↗
7. Accounts Payable CraigsjobsJobs dubaCraigsjobs ↗
8. Accounts Payable SchoolcounselorjobsJobs dubaSchoolcounselorjobs ↗
9. Accounts Payable Teachingassistantjobs Jobs dubaTeachingassistantjobs ↗
10. Accounts PayableChinajobs Jobs dubaChinajobs ↗
11. Accounts PayableCleanerjobsnearmeJobs dubaCleanerjobsnearme ↗
12. Accounts PayableMuseumjobsJobs dubaMuseumjobs ↗
13. Accounts PayableCostaricajobs Jobs dubaCostaricajobs ↗
14. Accounts PayableNzjobs Jobs dubaNzjobs ↗
15. Accounts PayableDermatologistjobs Jobs dubaDermatologistjobs ↗
16. Accounts PayableDominicanrepublicjobsJobs dubaDominicanrepublicjobs ↗
17. Accounts PayableSearchlondonjobs Jobs dubaSearchlondonjobs ↗
18. Accounts PayableMelbournejobsJobs dubaMelbournejobs ↗
19. Accounts payable Jobs Dubai ↗
20. AMP Version of Accounts payable ↗
21. Accounts payable Dubai Jobs ↗
22. Accounts payable JobsDubai ↗
23. Accounts payable Job Search ↗
24. Accounts payable Search ↗
25. Accounts payable Find Jobs ↗

Source<https://ae.expertini.com/jobs/job/accounts-payable-dubai-hireget-1968-29444/>