

United Arab Emirates Jobs Expertini®

Accounts Payable

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Company: Hireget

Location: Dubai

Category: business-and-financial-operations

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.

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