

# United Arab Emirates Jobs Expertini®

## Accounts Payable

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Company: Jindal Films

Location: dubai

Category: other-general

The job posting is outdated and position may be filled

Process outgoing payments in compliance with financial policies and procedures

Perform day to day financial transactions, including verifying, classifying, and recording accounts payable data

Reconcile the accounts payable ledger to ensure that all bills and payments are accounted for and properly posted.

Verify and investigate discrepancies, if any, by reconciling vendor accounts and monthly vendor statements

Facilitate payment of invoices due by sending bill reminders and contacting clients

Understand expense accounts and cost centers

Understands compliance issues around accounts payable processes (W-9, sales tax, etc.)

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