

Accounts Payable

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Company: Jumeirah Group Dubai

Location: dubai

Category: other-general

The job posting is outdated and position may be filled

Responsibilities:

- Coordinate with the relevant stakeholders within the Hotel to ensure that all invoices and purchase orders are collated, entered in the system and filed for processing.
- Verify that invoices are matched against approved purchasing orders and receipt in order to ensure that all payment entries are updated into the accounts payable system.
- Process the approved payments, as per the financial policies, in order to ensure that all payments are made correctly and as per the agreed upon payment schedules.
- Identify and investigate any potential gaps between the supplier invoices and related payments in order to ensure that disputes are avoided and that any discrepancies are resolved in a timely and efficient manner.
- Support the resolution of inbound supplier inquiries and questions in order to ensure that all their concerns are answered in a timely manner and to maintain the Hotel's reputation as a reliable business partner.
- Liaise with suppliers to understand any potential discrepancies or follow-up on enquiries and document the explanations uncovered in order to make sure that all discrepancy resolution efforts are properly managed.
- Execute the reconciliation of account payables balances and vendor statements in order to ensure that the Hotel's accounts payable records are maintained up-to-date and are compliant with the corporate financial policies and procedures.
- Provide support during the annual audit process by working with internal and external auditors to answer queries and provide any documents required in a timely manner.
- Complete day-to-day activities by following all relevant departmental policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner while delivering a quality service to guests and maintaining

standards of excellence. • Adhere to all relevant Health, Safety and Environment procedures, instructions, and controls so that Company provides world class and luxurious hospitality services to its guests. Disclaimer: Drjobs.ae is only a platform that connects job seekers and employers. Applicants are advised to conduct their own independent research into the credentials of the prospective employer. We always make certain that our clients do not endorse any request for money payments, thus we advise against sharing any personal or bank-related information with any third party. If you suspect fraud or malpractice, please contact us via contact us page. Our goal is to make hiring as easy as possible. We find the right talent for every company, ensuring that each candidate finds a job they enjoy. Dr.Job FZ LLC provides 360-degree AI-powered recruiting and job search solutions. If you are looking for a job and haven't found your chance yet, you can upload your profile on our website and find thousands of opportunities globally! Our platform gives you the flexibility you need to thrive in today's market by allowing you to apply for all different kinds of jobs, whether they are full- or part-time, remote or on-site.

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