

Accounts Payable

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Company: Kitopi Mea

Location: dubai

Category: other-general

The job posting is outdated and position may be filled

Responsibilities:

- Serve as a key team member in the timely and successful monthly, quarterly, and year-end closing of financial statements and financial analysis. Support the monthly close process through the timely preparation of journal entries, account reconciliations, and lead schedules.
- Analyze data and prepare supporting schedules to fulfill external auditor's quarterly and annual audit requests.
- and terms.
- Financials Closing: Finalize all the AP-related processes, including invoice booking, Accruals, Capex, etc.
- Continuing to improve the payment process
- Reconciling processed work by verifying entries and comparing system reports to balances.
- Preparing analyses of accounts and producing weekly aging reports.
- Paying vendors by scheduling paychecks & Transfers and ensuring payment is received for outstanding credit; generally responding to all vendor inquiries regarding finance
- Keeping track of all payments and expenditures, including invoices, statements etc.
- Ultimate customer satisfaction through the foremost AP Process.
- Weekly Bank reconciliation and finalizing a month BRS within 2nd of every month.
- Negotiating for the Credit terms, Coordinate with the Supply chain team to improve the credit limit

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