

Accounts Payable

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Company: Parker Connect Dubai

Location: dubai

Category: other-general

The job posting is outdated and position may be filled• Adherence to Group Accounting Manual (GAM) policies and procedure, Authorization Grids• Compliance of Jsox, IFRS Guidelines and independently responsible for maintaining and documenting the J-Sox related requirements on monthly basis. • Meeting accounting and reporting deadlines and ensuring all the accounting related activities are completed on time as per the closing schedule. • Managing day-to-day accounting operations in co-ordination with Infosys Colleagues• Managing Infosys Colleagues and ensuring that the tasks are completed on time. Supporting Infosys Colleagues in case of any adhoc queries. • Comply to Statutory/Internal Audit requirements and finalize statutory accounts independently• Reviewing vendor account reconciliations and vendor payments on periodic basis (weekly/monthly)• Managing and Responding to vendor and business queries in relation to P2P operations. • Reviewing the GR/IR accounts and ensure that that the open items are minimal and schedule periodic meetings with all stakeholders to discuss the open items. The reports to be submitted to line manager on monthly basis. • Preparing the vendor ageing (inter-co, external, employee) on monthly basis and submission of reports to the line manager. 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

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