

Accounts Payable

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Company: Rotana Hotel Management Corporation PJSC

Location: dubai

Category: other-general

The job posting is outdated and position may be filled

Responsibilities:

- Check arithmetical accuracy, date, quality and receive stamp approval on the invoices with LPO or agreement
- Ensure that other internal expense reports are approved by the Director of Finance / Financial Controller and the General Manager
- Check and tally posted invoices with invoice totals and filed supplier-wise
- Ensure that all cheques to be locked and cheques should be endorsed
- Tally and receive total invoice and reconciliation of outstanding with total payable balance
- Control LPOs, check and verify long outstanding LPOs

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