

# United Arab Emirates Jobs Expertini®

## Accounts Payable Executive Jobs In Dubai UAE | TASC Outsourcing

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We are looking for a detail-oriented account payable specialist to control and monitor our expenses. You will be processing payments, verifying invoices, and performing account reconciliations.

Responsibilities: 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

Generate reports detailing accounts payables status Requirements: Bachelor's or associate's degree in accounting, finance, or related.

At least 2 years experience as an accounts payable specialist, or similar.

Advanced competency in accounting and business management software, such as NetSuite and Zoho Books. #J-18808-Ljbffr

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