

Accounts Payable Jobs In Dubai | Dubiz Time

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About the job

Job Summary: As an Accountant specializing in Accounts Payable, you will be responsible for managing the payment processing and financial activities related to the company's accounts payable function. You will play a crucial role in ensuring accurate and timely payments to vendors, maintaining financial records, reconciling accounts, and providing essential support to the finance team. This position requires a keen eye for detail, strong analytical skills, and the ability to work efficiently in a fast-paced environment.

Key Responsibilities

Invoice Processing: Verify and process invoices for goods and services received by the company. Ensure that invoices are accurately coded, approved, and posted into the accounting system.

Payment Processing: Coordinate and execute the payment process, including preparing checks, electronic funds transfers, and online payments. Monitor payment deadlines to avoid late fees and maintain positive vendor relationships.

Vendor Management: Maintain vendor records, communicate with vendors regarding payment inquiries or discrepancies, and address any issues or disputes that arise.

Expense Reconciliation: Reconcile and review employee expense reports, ensuring compliance with company policies and proper documentation.

General Ledger Reconciliation: Periodically reconcile accounts payable transactions to the general ledger, identifying and rectifying any discrepancies.

Month-end and Year-end Close: Assist in the month-end and year-end closing processes, including generating reports, reconciling accounts, and preparing

financial statements. **Data Analysis:** Analyze accounts payable data to identify trends, patterns, and potential cost-saving opportunities. **Process Improvement:** Continuously identify opportunities to enhance the efficiency and effectiveness of accounts payable processes, proposing and implementing process improvements as needed. **Compliance:** Ensure compliance with company policies, accounting principles, and relevant laws and regulations. **Communication:** Collaborate with internal departments and cross-functional teams to resolve payment-related issues, answer inquiries, and provide financial insights.

Qualifications And Requirements Bachelor's degree in Accounting, Finance, or a related field.

Proven experience as an Accounts Payable Specialist, Accountant, or similar role.

Strong understanding of accounting principles and accounts payable procedures.

Proficiency in accounting software and ERP systems (e.g., SAP, Oracle, QuickBooks).

Excellent attention to detail and accuracy in data entry and financial record-keeping.

Strong analytical and problem-solving skills, with the ability to identify and resolve discrepancies.

Effective communication and interpersonal abilities to interact with vendors and internal stakeholders.

Ability to work independently, prioritize tasks, and meet tight deadlines.

Solid understanding of financial compliance and regulations.

Advanced proficiency in Microsoft Excel and other MS Office applications.

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