

## Accounts Payable Manager Jobs In Abu Dhabi | Sheikh Shakhbout Medical City

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This job holder is responsible for maintaining a proper accounts payable register in the ERP module for all nature of supplies and also developing a robust payment process with adequate controls. The role holder is also responsible for and updated records of supplier payments and invoices along with the supplier documents and ensuring payments to suppliers are in line with the agreed contractual arrangement

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ResponsibilitiesAdministers the Oracle financial modules for AP related to both material and service supplies and ensures they are in sync with the GL

Maintains and manages an updated chart of accounts for payables, including:

Maintaining the supplier master

Verifying and validating supplier invoices to receipts of goods and services

Batching supplier payments

Supplier reconciliations and confirmations

Ensures that supplier payments are made on time and as per agreed payment terms

Implements a robust system of provisioning for supplier liabilities to ensure adequacy and in line with financial reporting standardsApply Also Business Development Manager Jobs In Dubai | Dubiz Time

RequirementManages the maintenance of payable records for audit trail along with all the relevant supplier documents

Ensures proper controls while processing payments in line with the control matrix

Develops and maintains Accounts Payable procedures

Ensures availability of all relevant information related to Accounts Payable for the auditors

Maintains track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.

Reconciles processed work by verifying entries and comparing system reports to

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