

United Arab Emirates Jobs Expertini®

Accounts Payable Officer

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Company: CatererGlobal

Location: dubai

Category: other-general

Job Description
All Expenses Records
Gather invoice and transaction data
For Direct Account Payable, gather data from iExpense (e.g. petty cash, advance, and reimbursement), AMEX statements (e.g. TOT bills, Corporate cards, and air ticket), and invoices from suppliers (e.g. rent and utilities)
For Account Payable with Purchase Order (PO), gather data from Oracle, copies of PO/invoices, and Receiving Report
Check accuracy of data with system
Review that all account codes match with expense category
Review and ensure that WHT and VAT are correct according to items
Resolve issues as needed
Coordinate with BUs and/or suppliers to resolve problems with invoices or with recording of items in AP
Make adjustments as needed
Post to GL
Account Payable
Record Accruals and Generate Rent and Utilities Report
Gather and verify accrued expenses
Record data related to accrued expenses
Print Rent and Utilities Report
Analyse expenses according to historical statistics
Resolve issues/inconsistencies as needed
Make adjustments as needed
Post accrual data to GL
Submit report to AP Manager to validate and communicate to FCs
Reverse Accruals
Gather previous-month recorded accruals data in system
Reverse accruals
Record actual expenses
Resolve issues as needed
Make necessary adjustments
Post to GL
Reconcile all expenses and Report
Gather and verify data
Extract Payable Trial Balance Report and Account Analysis Report or AP Aging Report
Validate consistency among reports
Resolve issues, coordinate with related parties, and make adjustments as needed
Post to share point or communicate as needed
Cooperate with Financial Controllers, Suppliers, and External Auditors
Provide support and documents according to FCs and Suppliers requests escalated from Call Center (e.g. Debt Confirmation Letter for suppliers, or

additional details of expenses for FCs, etc.) Provide support to External Auditors as requested Qualifications Bachelors Degree, preferably in Accounting At least 0 - 2 years of experience in Accounting, preferably in Account Payables or Payments

#J-18808-Ljbffr

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