

Accounts Payable Supervisor

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Company: Accor

Location: dubai

Category: other-general

Job Description To provide an effective system to track Payable Accounts for effective Cash Flow Management; To obtain, date-stamp and file all documents which support authorized purchases and services rendered (PRs, POs, Delivery Notes, signed Receiving Records, Contracts etc.) for matching with invoices; To process invoices on daily basis i.e. to match them with their authorized supporting documents & receiving records, sort and book the invoices against relevant account and departments; To check all the petty cash vouchers for supporting documents, validity and accuracy and posting in the accounting system for payment processing; To file all the paid petty cash vouchers properly for future reference; Provide a summary of creditors ageing report required by various Finance and Control Section personnel to prepare monthly reports; To review and determine all payments due and to submit the payment requests and disbursement schedule to Finance Manager for review and signature prior to the actual preparation of cheques. To prepare cheque payments and submit them, with supporting documents for final approval and signatures of the Director of Finance and General Manager; To raise and record cheques for urgent payments; To prepare month-end report closing of Accounts Payable; To prepare monthly accruals for goods and services received but not invoiced; To prepare monthly provision for any major contracted services; To co-operate and assist in reconciling the month-end inventory book balances to actual physical counts' To prepare and follow-up on some balances sheet schedule as instructed including all the advanced payments; To have a full working knowledge and capability to supervise, correct and demonstrate all duties and tasks in the assigned work(lace to the standard set; To ensure all files and reports are properly filed for future reference; To assist in

carrying out quarterly, semi-annual, annual inventory of operating equipment; Ensure loyalty of key suppliers of the hotel, resulting to lower cost per unit. To assist in implanting and streaming the internal control procedures (FOCUS Audit) covering all activities of the hotel. Qualifications Minimum of 3 years of relevant experience in the hotel industry preferably in luxury segment. Service focused with keen eye for details. Strong user knowledge of Microsoft Outlook, Microsoft Office, Opera, Sun System or its equivalent.

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