

## Accounts Payable Supervisor Jobs in Dubai | NH Hotels

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Company: NH Hotels

Location: , Dubai, United Arab Emirates

Category: business-and-financial-operations

1- Accounts Payable Supervisor

Job: Full Time

Location: Dubai, UAE

Description:

Verify that all invoices are supported by duly approved purchase orders

Coding Invoices to the appropriate general ledger account

Maintain an approved up to date vendor / supplier database on SUN System

Store all the invoice back ups as per the VAT law requirement and ensure the adherence to tax laws.

Ensure all supplier invoice reconciliations are performed on a monthly basis.

Process all invoices for payment as per the agreed credit terms

Process all the employee payroll related payments and petty cash reimbursements.

Job Requirements:

Bachelor's Degree in Accounting.

Knowledge in UAE VAT Laws

Having Multi Property experience

1-2 years' experience in the similar job function with a 5/4-star resorts

Practical knowledge of SUN System, Vision Excel, MS Office especially Ms. Excel and

accounting systems.

Self motivated, hardworking, good team player, service minded and able to work independently and under pressure

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