

## Accounts Receivable Accountant Jobs In Sharjah | Fursaty Careers/Learn to B HR Consultancy

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Category: other-general

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Responsible for the overall administration of the AR Department.

Responsible for reviewing invoices, process adjustments, researching AR discrepancies as well as research, resolving short/overpaid invoices, and following collectors/Clients to collect overdue AR.

Coordinate with the Client Accounts Manager/Insurance manager in connection with the approval of rejection, adjustment, un-invoice AR, and disputed AR.

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Responsibilities

Follow and adjust all collections through the bank account.

Handling all clients' correspondence and queries.

To represent the Finance Department in weekly Finance meetings with the Finance manager, CAM, and CEO regarding collections and outstanding AR.

To ensure that the subsidiary AR ledger is reconciled with the General Ledger.

Check and sign all AR vouchers and forward them to the Chief Accountant and Finance

Manager for verification.

Responsible for full accounts receivable cycle including data entry, matching, review

Code for accuracy, check and run reports, month-end accruals for  
and reconciliations.

Responsible for providing all financial information for the year to external auditors to  
them to conduct an annual audit of financial statements.

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Requirement

Code for accuracy, check and run reports, month-end accruals for  
and reconciliations.

Responsible for providing all financial information for the year to external auditors to  
them to conduct an annual audit of financial statements.

Responsible for arranging all interfaces of invoices from the insurance department running  
the reports and ensuring posting to GL.

Follow up on reconciliation and collection from Insurance companies, corporate clients, staff  
medical, polyclinics, and other hospitals.

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