

## Accounts Receivable Analyst Jobs in Dubai | TikTok

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Company: TikTok

Location: dubai

Category: other-general

1- Accounts Receivable Analyst

Job: Full Time

Location: Dubai, UAE

Description:

Accounts Receivable Analyst to help us supporting our business. The Accounts Receivable Analyst will be the point of contact for customer's and internal stakeholder's inquiries about contacts approval, billing queries, consumption and many other Finance questions. The daily routine involves contract approval, invoicing, debt collection and other AR related tasks.

Job Responsibilities:

Review METAP-EE business revenue contracts, especially their financial terms

Review the process of refunds, top-ups, etc. to ensure financial compliance

Perform monthly billing and ensure timely and accurate invoicing to customers

Follow up with clients to assure payment on the due date. Respond to clients disputes and requests for information

Job Requirements:

3-5 years of METAP AR work experience, preferably with overseas Internet advertising revenue experience.

METAP/internationally renowned Bachelor's degree or higher in Finance or Accounting,

preferably with local certificate/qualification

Familiar with the local commercial market environment and customer habits in METAP area; have experience in AR and debt collection

Strong logical thinking ability, sense of responsibility, good work habits, sound judgment and excellent communication and interpersonal skills

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