

## Accounts Receivable Jobs in Abu Dhabi | Rotana Careers

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Accounts Receivable Jobs in Abu Dhabi | Rotana Careers

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1- Accounts Receivable

Job: Full Time

Location: Abu Dhabi, UAE

Description:

As an Accounts Receivable you are responsible to review the city ledger, prepare invoices and verify purchase slips in a smooth and effective way and in compliance with all policies

Job Responsibilities:

Transfer daily city ledger data from Front Office system to Back Office Accounts Receivable module

Verify the total transfer with city ledger folios

Review the city ledger folios with supporting documents such as charge slips, LPOs, etc.

Follow up if required for billing instructions, LPOs, supporting documents, etc.

Job Requirements:

You should have a degree in hotel management or accounting and at least one year previous experience within a hotel environment. Excellent verbal and written English communication skills and computer literacy is a must, while knowledge of Opera, Micros, FBM and SUN System is an asset.

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