

## Accounts Receivable Jobs in Abu Dhabi | Rotana Careers

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Company: Rotana Careers

Location: abu dhabi

Category: other-general

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### 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.

The ideal candidate will be results oriented and a self motivator along with a positive attitude. You have the ability to think laterally and analytical.

impact and influence others. You are a strong team player, enthusiastic and flexible, while possessing following additional competencies.

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