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Accounts Receivable Jobs in Dubai UAE 2023 | Le Méridien Dubai Careers

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Company: Le Méridien

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Description: Check figures, postings, and documents for accuracy. Organize, secure, and maintain all files, records, cash and cash equivalents in accordance with policies and procedures. Record, store, access, and/or analyze computerized financial information.

Responsibilities: Complete period-end closing procedures and reports as specified.

Prepare, review, reconcile, and issue bills, invoices, and account statements according to company procedures.

Follow-up and resolve past due accounts and vendor invoices until payment in full is received or resolved.

Prepare daily consolidated deposits of cash received by all cash handling employees.

Document, maintain, communicate, and act upon all Cash Variances.

Prepare, maintain, and administer all cashier banks and contracts. #J-18808-Ljbfrr

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