

# United Arab Emirates Jobs Expertini®

## Accounts Receivable Supervisor

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Company: Accor

Location: dubai

Category: other-general

Provide an effective system to track Accounts Receivables for the activities of the Centralized Credit Manager. To understand thoroughly Accor objectives in managing Account Receivables. Provide a summary of the ageing report required by various people in the Accounting and Control Division to prepare monthly reports. Provide Sales Team and Heads of Departments with information necessary for them to manage their customers. To ensure that all transfers to City Ledger through Income Audit, Accounts Payable and General Ledger do agree with the control account. To ensure the accuracy of all charges and credits posted to the individual accounts. To ensure the group billings are complete as per contract. To prepare with proper supporting documents and forward to the Director of Finance/Finance Manager for review and signature all City Ledger Adjustments that needs to be made before they are posted by the Front Office Cashier. To ensure all invoices are dispatched to debtors within 48 hours. To ensure that returned checks are recorded in the City Ledger, that unapplied credit balances are reconciled and that minimal variances in payments are cleared at the time of receipt. To process invoices promptly and to render interim and monthly statements and follow up reminders on a timely basis. To monitor and to maintain support of all advance deposits and to balance them to the general ledger at month-end. To reconcile accounts receivable trial balances with the general ledger control accounts each month and to ensure accurate aging. To transfer all permanent folios to city ledger at the month end. To prepare trial balance for employees' ledger and report to the Finance Manager for payroll deduction. To allocate credits transmitted by payroll journal to appropriate employee accounts. To allocate credits transmitted by the Daily General Cashier Report to appropriate accounts

and keep all debtor accounts up-to-date. To initiate payment of travel agents commission on the basis of verified computer reports. To ensure all documents related to the section including the Sales and Office Rental contracts (if applicable), group orders and amendments etc. are properly filed for reference. To maintain an up-to-date systematic "Open Accounts" file for use by Accounts Receivable. To have a full working knowledge and capability to supervise, correct and demonstrate all duties and tasks in the assigned Place of Work to the standard set. To be entirely flexible and adapt to rotate within the different sub departments of the Accounting & Finance Division. To be fully conversant with all services and facilities offered by the entities. To assist the Centralized Credit Manager to trace and to collect any outstanding debt as instructed. To set up all city ledger accounts and to ensure that the discounts set are the same as those granted by the management To be fully conversant with the Credit Policy & Procedures. To liaise with the Centralized Credit Manager at all times regarding guest queries, credit card charge backs and open balances and general credit terms under the direct supervision of the Director of Finance. Other tasks as assigned.

#J-18808-Ljbfrr

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