

United Arab Emirates Jobs Expertini®

Accounts Supervisor

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Company: Rotana Hotels & Resorts

Location: fujairah

Category: other-general

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. Prepare invoices and obtain Director of Finance / Financial Controller signature Send the original invoices with supporting documents to the customer, file a copy of the full set in the customer file and another copy in the sequential file Calculate commission for credit card payments received Issue receipts for cash and cheques received from customers and credit card payment received directly to the bank Hand over all cash receipts to the General Cashier with receipt copy Prepare and give employee city ledger summary to the Paymaster on the 25th of each month

#J-18808-Ljbffr

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