

## AP Accountant

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Company: Egis

Location: dubai

Category: other-general

**Job Description**Receiving invoices from various suppliers, recording invoices and updating invoice registry on timely manner

Supplier Invoice verification with purchase order / goods receipt note.

Verify vendor invoices in accordance with VAT compliance and coordinate with suppliers for any disputes.

Coordinating with suppliers for all invoice related matters, payment allocation details and other matters related to invoices.

Verify vendor accounts by reconciling monthly statements and related transactions.

Disburse invoices to internal departments for necessary approval and compliance.

Disburse petty cash by recording entries and verifying documents.

Prepare payment schedules for monthly payments to various suppliers.

Prepare accounting entries and payment documents for authorized signatories.

Prepare cheques for authorized signatory approval.

Protect organizations value by keeping information confidential.

Maintain proper physical and online filing for all finance related documents.

Accomplish accounting and organization mission by completing related tasks as required.

Assist the finance team with day-to-day and month end activities.

Support the finance team in collating and filing documents

**Job Requirements:Qualification:**  
Degree Qualified in Accounting or equivalent qualification

Experience in accounting for at least 3 years in the UAE

**Skills:** Excellent computer skills and proper English reading and writing skills.

Strong attention to details, accuracy and confidentiality.

Profound knowledge of ERP systems and accounting software.

Ability to manipulate large amount of data

Self-motivated strong team player with minimum supervision#J-18808-Ljbffr

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