

Associate – Accounts Receivable Jobs In Sharjah | Kitopi

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Kitopi is the world's leading tech-powered multi-brand restaurant. With a mission to satisfy the world's appetite, Kitopi operates a portfolio of both invested and franchised F&B brands, serving as enablers in the food market by helping brands to grow and scale, both in the delivery and dine-in space.

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Responsibilities

Process accounts and payments in accordance with financial policies and procedures

Reconcile processed work by verifying entries and comparing system reports to balances

Review and verify any disparities involving billing issues

Ensure payments of invoices are accurate and on time

Maintain the AR ledger; ensure that all payments are accounted for and properly posted

Generate financial statements and reports detailing accounts receivable status

Perform administrative / ad hoc duties: preparing invoices, sending bill reminders, filing paperwork

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Requirement

Bachelor's or associate's degree in accounting, finance, or related.

At least 2 years experience as an accounts receivable specialist, or similar.

Experience with Microsoft Dynamics 365 is a plus

Experience working with food delivery aggregators and chain restaurants

In-depth knowledge of accounts receivable principles, accounting standards, and industry regulations.

Keen attention to detail

Great time management and organizational skills

Excellent collaboration and communication abilities

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