

Asst. Accountant/Revenue Control

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Company: Etisalat UAE

Location: sharjah

Category: other-general

Asst. Accountant/Revenue Control

Description:

Performs routine, accounting work to ensure smooth flow of work operations and the timely completion of tasks.

Examines, verifies, and posts transactions to specific journals, ledgers and accounting records.

Reviews the billing sources & reports for corrections prior to entry in books/records. Updates and maintains computerized registers; performs calculations per transaction requirements as required to ensure accuracy and integrity of accounting files and records.

Job Responsibilities:

The job holder shall perform one or more of the specific functions in A as well as the General Duties in B, depending upon the assignments.

A. Billing

Prepare various reports like Debtors Control Report, Statistic Report, Reconciliations ... etc, to provide required Management information.

Prepare the Monthly statistical Report for the section.

Prepare AR invoice statement, AR debtors control account Schedule.

CBCM/Falcon Trade debtors' postings and GSM micro site utility charges payments to

customer account based on Admin advise/confirmation.

Calculate and post the missing rebate based on staff users complaints

Arrange to advise and follow up with HR and payroll team to deduct / refund based on manual working list of staff complaint and analysis, based on staff complaint and interface payroll report

Regularize and manage ESH Accounts with My Etisalat Plan benefits (staff not under Etisalat payroll) and clearing outstanding balances related to these accounts.

Generate Final settlement exception report and take action for rejection / pending process cases

Prepare Monthly Payroll Reconciliation, other business units rebate & deduction re-allocation

Prepare the monthly reconciliation for Trade debtor's.

Prepare Cash Collections Reconciliation.

Ensure the accuracy of billing interface process related to debtors.

Control the opening closing difference in billing reports related to debtors.

Manage and make sure proper control over business and commercial write off/back process.

Post of Vouchers, JV, PIC.IC etc. to billing system.

Handle Reconciliation of refund through bank transfer Reconciliation.

Reconcile the Deferred test account general ledger.

Review and evaluate the Outstanding Debt Age Analysis report for Etisalat related categories.

Manage Etisalat Subsidiary service accounts (OBU) Activities.

Handle Etisalat service line & Test line accounts related activities.

B. General Duties

Informs superior of relevant details & prepares routine reports as required to ensure smooth flow of work operations.

Updates files accordingly for easy retrieval of documents/files/records. Types, prints documents, memos, reports as necessary and attend meeting if required.

Adhere to the rules and accounting control procedures.

Performs any other related duties as required.

Job Requirements:

Bachelor's Degree with Professional Accounting Qualification.

1-2 years' experience in handling routine accounting functions.

#J-18808-Ljbffr

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