

Bookkeeper And Staff Accountant Jobs In Ras Al-Khaimah 2022 | Production

Resource Group Llc

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Company: Production Resource Group Llc

Location: ras al khaymah

Category: other-general

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Description:

In the study, analysis, and verification of high school fiscal records, this role is responsible for clerical and bookkeeping tasks. Maintaining bookkeeping controls of monies disbursed or received, as well as preparing such financial statistics as may be required for successful management of the school's internal fiscal affairs, are among the job responsibilities. In order to solve difficulties that develop within specified work domains, job duties necessitate the use of autonomous judgement.

Job Requirements:

On a daily basis, make agreements with route workers, which involve matching right tickets.

Collect any insufficient funds or returned cheques from the bank as soon as possible.

Bachelor's degree in accounting, finance, or business administration.

Analyze purchase orders in light of activity funds, double-check money availability, distribute funds, and obtain administrative approval.

The applicant should have a thorough understanding of Clover POS and QuickBooks accounting software.

Suggestions for budget modifications are tracked until the budget is completed.

Ensure that all of your financial records are current and accurate.

Make certain that proper cash handling practices are followed. Noncompliance is documented, and problems are discussed with the principal when necessary.

Clerical occupations include things like picking up the phone and using office equipment.

Experience in bookkeeping for at least three years is required.

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