

## Bookkeeper

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Company: RAK Real Estate

Location: Ras Al-Khaimah

Category: healthcare-practitioners-and-technical

The primary responsibility of a Bookkeeper at RAK REAL ESTATE is to accurately record daily financial transactions, maintain general ledgers, and ensure the completeness of supporting documentation. The Bookkeeper will work closely with accounts payable and accounts receivable accountants, reconcile bank statements, and collaborate with auditors as needed.

### Requirements

Record daily financial transactions promptly and accurately, including rentals, purchases, receipts, bank deposits, payroll, payments, cash transactions, and other financial activities.

Maintain general ledgers by documenting all financial transactions and ensuring complete supporting documentation is available for each transaction.

Assist in reconciling bank statements with the general ledger to guarantee accurate and complete accounting of all transactions.

Collaborate with accounts payable and accounts receivable accountants to ensure proper recording of customer receipts, vendor invoices, banking transactions, and any other financial interactions.

Coordinate with accountants to fulfill data requests from auditors during audits.

Perform clerical duties such as organizing electronic files and scanning paper files,

ensuring proper filing on shared drives or ODOO documents.

Undertake any other duties as assigned by the Accounting Manager

**Communication:**

**Internal:** Collaborate with all departments within the organization.

**External:** Interact with third-party entities as needed.

**Qualifications:**

Bachelor's degree in accounting or equivalent.

Minimum of two years of office bookkeeping experience.

Proficiency in accounting software.

Proficient in Microsoft Office (Outlook, Word, Excel, Access, and PowerPoint)

**Technical Skills/Knowledge:**

Strong knowledge of General Ledger account creation.

Profound understanding of bookkeeping practices and procedures.

Proficiency in accounting software.

**Benefits**

**salary**

between 3,000 to 3,500 per month based on experience

**Other Benefits:**

Quarterly Bonus of 25% after completing 1 year of service

Annual Clothing Allowance

Annual Ticket in case of travel

SIM card with data

**Cross References and Citations:**

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