

United Arab Emirates Jobs Expertini®

Bookkeeping Officer

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Company: IIQAF GROUP

Location: dubai

Category: other-general

Prepare and maintain daily, monthly, and yearly financial transactions Monitor and track accounts receivable and payable Reconcile financial statements and reports Balance funds and ensure accuracy on all accounts Prepare invoices and statements for customers, as well as accounts receivable/payable documents Maintain general and trial ledgers and other financial records Develop, implement, and maintain internal control procedures Issue checks/payments and handle bank deposits Assist with audits and providing information for tax returns Assist with various other accounting duties, as needed Requirements Bachelor's degree in accounting, finance or similar field 2 years of bookkeeping experience In-depth knowledge of accounting regulations and procedures Proficient in using bookkeeping software (e.g. QuickBooks, Sage, etc.) Excel proficiency Ability to prioritize tasks and meet strict deadlines Organized, detail-oriented, and problem-solving skills

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