

## Bookkeeping Officer Jobs In Dubai | IIQAFGROUP

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### Bookkeeping Officer Jobs In Dubai | IIQAFGROUP

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Create accounts receivable invoices and receipts.

Maintain general ledger accounts and reconcile bank accounts.

Process all payments and keep track of outstanding invoices.

Handle internal and external communications related to payments, accounting records, and accounts receivable.

Monitor financial data and produce monthly financial reports.

Prepare, review and input financial entries.Apply Also: Public Relations Assistant Jobs in Dubai | Al FuttaimRequirements1-2 years of relevant experience.

Strong organizational skills and attention to detail.

Good working knowledge of accounting software and MS Office.

Excellent problem-solving ability and communication skills.

Ability to take initiative and work independently.

Good understanding of financial and accounting regulations.Apply Also: Mashreq Bank Careers UAE 2023- New Staff Hiring for Bank Jobs in DubaiFor More JobsCashier Jobs In

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