

## Coordinator Accounts Payable Jobs in Dubai | Adidas Careers

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Location: dubai

Category: other-general

### Coordinator Accounts Payable Jobs in Dubai | Adidas Careers

1- Coordinator Accounts Payable

Job: Full Time

Location: Dubai, UAE

Description:

This role will be responsible for supporting the Accounting Team in the Area of accounts payables and administration. All these areas require a basic Accounting knowledge and are mainly transaction based.

Job Responsibilities:

Booking of invoices timely and accurately

Reconciliation of vendor statements

Communication with vendors for payment status and SOA

Align with internal departments for invoicing and approvals

Job Requirements:

University degree in preferred i.e. Finance/Accounting/Professional qualification

At minimum 2 years of overall work experience in Accounting or Accounts Payable

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