

## Income Auditor

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Company: Dubai Properties

Location: dubai

Category: other-general

The job posting is outdated and position may be filled. Evaluate all revenue centers and prepare reports for income journal on everyday basis and evaluate and balance all rebates for property management system. Prepare and evaluate all housekeeping reports on everyday basis and resolve any discrepancies in same and monitor all packages such as administrative phone call reports and allowances. Perform audit on various functions for all function sheers and administer everyday activities for all night audit staff and provide training for same. Maintain and ensure accuracy in all PMS reports and documents all income requirements for various projects and ensure compliance to all federal and state regulations. Develop and maintain all income journal and cash receipts and make all required adjustments for same and perform month end closing and analyze all bank accounts in coordination with Assistant Director of Finance. Administer all sales and maintain record of all tip allocation and ensure regular update for same and monitor audit trail for various tasks. Organize and maintain all billing files and provide support to all charges. Design and maintain billing control sheet for all billing and account numbers and manage all customer inquiries within required timeframe. Manage communication with various departments and prepare everyday reports within required timeframe. Ensure compliance to all control and system procedures and document all processes and identify errors for cash handling. Disclaimer: Drjobs.ae is only a platform that connects job seekers and employers. Applicants are advised to conduct their own independent research into the credentials of the prospective employer. We always make certain that our clients do not endorse any request for money payments, thus we advise against sharing any personal or bank-related information with any third party. If you suspect

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