

United Arab Emirates Jobs Expertini®

Invoice Accountant

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Company: Zahrawi Group

Location: Dubai

Category: business-and-financial-operations

Zahrawi Group is a leading company in the GCC Healthcare Industry with its presence in UAE, KSA, Qatar, Bahrain, & Oman markets. The company supplies and distributes high-quality products and services to Hospitals, Clinics, Laboratories, & Analytical Industries. job BriefThe incumbent is accountable to control all related work to invoices, inventory, and cost accounting by preparing vouchers, receipts, and checks and entering the details into Zahrawi's financial system. Supporting accounts payable and accounts receivable Adhere to all Zahrawi Policies & Procedures as applicable. Transaction Posting: Prepare invoices as per LPO/ DO/ SO. Process & Verification: Prepare the invoices based on the LPO, DO and SO, and ensure no discrepancies. Ensure accuracy by matching the principle DO with the prepared invoice and the actual delivered product. Follow up with the concerned department until any discrepancy with the invoice has been resolved. Prepare any LPO/DO/invoices as required by the stakeholders. Upload all invoices to the various portals as required for government customers. Assist in correction and controlling the reissuance requirement of invoices by customers. Follow up with the Warehouse Coordinators for the required invoice copies. Upload the acknowledged Delivery Orders and Invoices on Netsuite ensuring to attach all supporting documents Assist the Key Account Executives in reprinting invoices & DO as requested by the customer. Follow up with the Warehouse Coordinators for any old invoice copies required for clearance of Guarantee from Zahrawi's banks & customers. Check the signature on each and every receipt upon receiving cash. Receive the GRN with supporting documents for verification such as GRN report, supplier invoice & PO and ensure proper filing of the documents. Assist in the perpetual monthly stock take and review

of variances in the products Assist in the annual stock taking Reporting & Analysis: Analyze the invoice and cost of sales and update the Sr. Accountant (Receivables). Cross check the monthly invoices report with the physical invoice document. Prepare the monthly inventory aging & provision report including demo inventory, item expiry report, write off and adjustment of inventory report & LWF report. Requirements: Minimum Qualifications: Bachelors Degree in Accounting/Finance Experience: 1 -2 years of Experience Job Specific Skills: LPOs, Accounting, Delivery Orders and Invoicing Copyright Al-Zahrawi Medical Supplies Est 2019 All rights reserved

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