

Receivables Accountant Jobs In Abu Dhabi | Sundus

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Receivables Accountant Jobs In Abu Dhabi | Sundus

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The Receivables Accountant will oversee a variety of financial + administrative tasks, including but not limited to invoicing, accurate processing and monitoring of incoming payments, verifying and posting receipts in a timely matter, and tactfully communicating with customers regarding account balances and discrepancies.

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Responsibilities

Managing and overseeing customer invoicing and payment processes, ensuring meticulous accuracy.

Accurate application of cash receipts

Reconciliation of accounts receivable ledger to ensure that all payments are accounted for and properly posted.

Handling the Cash Customers and releasing the orders as per the confirmation from Sales.

Work with VAT Accountant for any audit related inquiries and support in obtaining VAT (Sales) documentation requirements (such as obtaining proof of export for applicable zero-rated sales)

Validating documents as received from Customer Complaints section.

Review credit note + refund requests from Sales and other departments and seek required

approvals.

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Requirement

Bachelor's degree in Finance, Accounting or Business preferred.

Proven work experience in accounts receivables + VAT (minimum of 2 years)

Solid understanding of basic accounting principles.

Data entry skills.

Hands-on experience in SAP and operating spreadsheets

Excellent customer service and negotiation skills.

Ability to work in a fast-paced, time-sensitive environ

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