

United Arab Emirates Jobs Expertini®

Senior Finance Executive Jobs In Dubai UAE 2023 | Oaks Hotels, Resorts & Suites

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Company: Oaks Hotels, Resorts & Suites

Location: dubai

Category: other-general

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Description:

The accountant will be a hardworking and meticulous individual who can support the finance team and our dynamic business with daily accounting, month-end tasks and other numerical responsibilities.

Responsibilities:

- Ensure that all transactions are recorded. Replenish petty cash monthly.
- Follow up on collection of invoices.
- Prepare documentation of publisher payments.
- Prepare publisher, agency and other reports as needed.
- Assist in month-end and year-end closing.
- Assist in yearly external audit.
- Maintain files and records.
- Perform miscellaneous job-related duties as assigned.
- Process salaries

Requirements:

- Highly responsible and reliable with exceptional attention to detail.
- A strong team player with a can-do attitude, working co-operatively and encouraging others
- Able to work to tight deadlines

- Able to maintain effective relationships with other team members
- Knowledge in Microsoft and Excel.#J-18808-Ljbffr

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