Accountant

Role Purpose:

To perform accounting tasks of Finance Operations: Revenue of DCAA Smart Services & ePayment, Record and Maintain Accounts Receivable, Bank Reconciliation Statements, Assistance to functions Accounts Payable, General Ledger, Fixed Assets and Budgeting.

Key Responsibilities/Duties:

1- DCAA Smart Services & ePayment: Action the tasks in the back office of DCAA smart services (Synergy System) & ePayment, dealing with bank, service providing departments, Dubai Smart Government, DCAA IT, registering revenue recognition through AGIS, process revenue refund claims.

2- Record and Maintain Accounts Receivable: Raise Revenue invoices to charge credit customers for DCAA Services, Follow-up for collection due before deadlines, matching receipts against the relevant invoices and to ensure accuracy of all the transactions recorded in the GRP Accounts Receivables.

3- Bank Reconciliation Statements: Review bank transactions in bank statement and DCAA GRP Books, raise issues to Sr. Accountant / Chief Accountant, follow-up bankers for transaction for such issues, assist Sr. Accountant / Chief Accountant for the preparation of Bank Reconciliation Statements on a monthly basis.

4- Monthly & Yearly Financial Reporting: Perform all closing activities in GRP accounts receivables system, extracting and scrutinizing reports on a monthly / yearly basis for Monthly Budget Management Reports, Yearly Financial Statements. Transfer of data from Accounts Receivable to General Ledger and closing periods.

5- Revenue Collection Reports, ePayment reports: Assist Senior Accountant / Chief Accountant to prepare reports of revenue Collection in the revenue bank account of DCAA; DCAA Smart Services transactions and ePayment collection and revenue collection by stake holders.

6- Filing & Documentation: Filing of the copies of receipt vouchers, bank documents, collection reports, bank transfer advices and other collection related documents in proper files and to ensure accessible to management and auditors any time.

7- Other Finance Functions:- Assistance to functions Accounts Payable, General Ledger, Fixed Assets and Budgeting.

8- Perform any job-related activities as requested by the Head of Section.

Qualifications

Academic Qualifications:

- Higher Diploma / Bachelor’s Degree in Business Administration, Accounting, Finance or related field.

Certifications:

- GRP FINANCE" MANAGEMENT SYSTEMS (Accounts Payable, Accounts Receivable, Cash Management, Fixed Assets and General Ledger).

Professional Experience:

- At least one (1) years’ working experience in financial accounts