

Accounts Payable Coordinator

The American University in Dubai invites qualified applicants to apply for the position of **Accounts Payable Coordinator**.

The fundamental responsibility of this position is to maintain and process all accounts payable transactions, follow up on payment requests from suppliers as well as assist the accounting manager in the overall financial bookkeeping of AUD.

Principle Responsibilities:

- Print Purchase orders and verify financial data for use in maintaining accounts payable records.
- Review and post invoices for compliance with AUD's purchasing and accounts payable procedures.
- Clarify any discrepancy in invoice items, prices or receiving signatures and obtain proper documentation regarding invoice payments.
- Prepare and process suppliers' checks and electronic transfers.
- Prepare students refunds.
- Reconcile statement of accounts from suppliers.
- Verify and Process Central Services and Finance Petty Cash requests.
- Develop and maintain Vendor Relations including correspondence and responding to inquiries as well as monthly reconciliation of suppliers' statements.
- Reconcile bank statements.
- Assist with month end closing and prepare accrual journal entries.
- Assume miscellaneous accounting duties as assigned.

Competencies and Skills Used:

- Ability to work well under pressure.
- Ability to meet payment and reporting deadlines.
- Ability to communicate effectively and to the point.
- Excellent customer service.

Essential Qualifications:

- Accounting degree.
- Accounting experience.
- Computer skills.
- Organizational skills.
- Detail oriented.
- Analytical skills.
- Ability to prioritize multiple tasks.

Applications will be accepted and evaluated until this position is filled.

This position is suitable for those candidates already living in the UAE.

Interested applicants must submit the following requirements via email to recruitment@aud.edu.

(Please state the title of the position as the subject of the email)

- Cover letter
- Updated CV
- Contact information of three (3) academic/professional references

Alternatively, applicants can submit their application materials to the following postal address:

Angele El Khoury
Director of Human Resources
The American University in Dubai
P. O. Box 28282, Dubai, U.A.E.

No telephone calls please.

While we thank all applicants for their interest, only those under consideration will be contacted for a follow-up interview.