



ACCOUNTANT/RECEIVABLES ACCOUNTANT

If this seems like the perfect job for you, please get in touch by sending your CV with an accompanying cover letter to: qatar.recruitment@match-hospitality.com *All roles will require relocating to Qatar once borders have reopened and international travel is safe once again.

Job Description	
Job Title:	Accountant/Receivables Accountant
Reports To:	Finance Manager - Qatar
Direct Reports:	N/A

External Relationships:	Customers, Bank, Auditors
Internal Relationships:	Sales Team, Customer Service, Accounting and Finance Team

Job Summary:	<p>Due to the nature of FWC2022 Qatar event, this job requires a hands-on, experienced, and dedicated employee who is willing to work hard as required to assure timely and accurate deliverables.</p> <p>The basic purpose of hiring the Accountant - Receivables position is to provide revenue management; accounts receivable verification, processing, reconciliation and reporting of transactions to support analysis, identification, and recovery of overdue accounts to assure timely and complete collection of funds.</p>
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Key Accountabilities	
	<ul style="list-style-type: none"> • Customer master data is maintained and up to date. • Invoices, credit notes are issued accurately and on time to customers. • AR Collections Reports ensure customers pay on time and update collection reports on daily basis. • Overpayments are refunded. • Reports are created and distributed on time. • Reconciliation of accounting records with Sales operation records • Reconciled customer accounts, Inter-company, and bank accounts • AR Summery, AR ageing Analysis and AR Commentaries Reports: Prepare & review Customer aged analysis reports with commentaries. • Reports on all actions taken to recover overdue balances.



- Reports on all actions taken to refund customers with a credit balance.
- Ensure Customer related spreadsheets, sales and systems are updated, and data is correct.
- Deadlines are met, and tasks are accomplished efficiently.
- Ad hoc reports as requested by F.M

General

- Filing system with customer information, invoices, payment confirmations and queries
- Participation in the development and integration of accounting system
- Customer and sales team liaison and communication
- Assist the FM and finance team with any additional tasks as needed.

Knowledge, Skills and Experience

Essential Experience:

- A relevant Diploma in Accounting with (3-8years) of relevant work experience mainly receivables environment
- Knowledge of accounting softwares, preferably Microsoft Dynamics or ERP systems

Essential Skills:

- Candidate must have proven experience in using Microsoft Office especially Excel & Advanced Excel, PowerPoint, Outlook.
- Dedicated and get things done on time.
- Honest, confident, and reliable
- Good Communication skills (Verbal and written).
- Self-motivated and Demonstrate a positive attitude.
- Work hard under pressure and a team player.

Desirable:

- Doha Based with experience in local & GCC market