

Center for Career Planning & Placement (CCPP)

Graduate Placement Services (GPS)

JOB VACANCY FORM[©]

IMPORTANT: The information presented in this document can be shared only internally at UAE University!

Job Reference No.: JV316

Company Name: **United Arab Emirates University**

Company Type: Government

Job Position/Title:	Accounts Officer	Academic Major:	Business & Economics
Salary Range:	7000 to 18000 AED	Years of Experience:	Fresh Graduate or 3 years of experience
Job Location:	A Iain	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Both
Job Description:	- Responsible for compiling and analyzing financial information, preparing purchase orders and other accounting statements for a division, college, or department. Performs some or all of the duties listed below, as assigned. - Performs the financial administration for the unit including budgeting, capital purchases and other finance related activities. Ensures that budgets are in line with department objective. - Prepares purchase orders and executes some purchases. - Co-ordinates with Finance and Budget department and Contracts and purchase department for any major expense / purchase required. - Reviews and processes tender applications and prepares contracts and maintenance orders. - Documents revenues and expenditures expected and incurred and submits the same to management. - Handles all finance related queries. - Prepares monthly reports detailing departments finances, budget account statement purchase statement, and HR Information. - Prepares Faculty conferences concerning (Tickets, accommodation, opening, breaks, lunch, dinner, gifts and stationary). - Reconciles petty cash. - Other duties as assigned by immediate supervisor.		
Minimum Qualifications:	- Bachelor degree. - Microsoft Office Suite. - Accounting Knowledge. - Proficiency in English. - Knowledge of business systems.		
Job Close Date:	Open Until Filled		

UAEU graduates should apply through UAEU job

Website: <https://jobs.uaeu.ac.ae/>

