

Center for Career Placement & Alumni
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.: JV580

Company Name: Abu Dhabi Quality and Conformity Council



Company Type: Government

Job Position/Title:	Accountant	Academic Major:	Accounting – Finance & Banking
Salary Range:	31,000 AED	Years of Experience:	Fresh Graduate
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE National	Gender:	Male
Job Description:	• Perform financial accounting • Perform account reconciliations and analyze variances • Process account payables and receivables • Execute financial closing activities • Administer and manage invoicing, receivables, and payables • Prepare and reconcile ad-hoc reports • Administer the employee expense reimbursements • Process monthly payroll and other related expenses in coordination with Talent Management Department • Prepare payroll financial reports		
Minimum Qualifications:	• Bachelor Degree. • Good written and verbal communication skills.		
No. of Positions Required:	1		
Job Close Date:	Open Until Filled		

To Apply, UAEU Graduates/Alumni should send their CVs to:

recruitment@qcc.abudhabi.ae

