

Center for Career Placement & Alumni
Graduate Placement Services (GPS)

JOB VACANCY FORM[®]

Job Reference No.: JV794

Company Name: Masdar Institute of Science and Technology

Company Type: Semi-Government



Job Position/Title:	Accountant	Academic Major:	Accounting
Salary Range:	30,000 AED	Years of Experience:	Fresh Graduate
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Both
Job Description:	- To assist in handling the accounts payable function by receiving and processing vendor invoices and payments. - To ensure that all the assigned vendor payments are processed in a timely manner ensuring that their payment terms are adhered to. - To receive and process employee expense reimbursement requests and keep them advised on the progress of their payments. - To ensure that employee expense reimbursement requests are processed through the Department within 10 working days. - To receive and process employee per diem claims supported by respective Duty Travel Request (DTR) forms. - Verify calculations, determine cost allocation codes and ensure proper authorization on all documents being processed - To maintain a log of all payment documents received and processed by the Department, including time-stamping of every payment related document received in the department. - To prepare vendor reconciliations of selected vendors in coordination with other Department colleagues - To assist the Treasury function in processing of payments, bank transfers and reconciliations, when required. - Provide backup for the Treasury function. - Perform other tasks or projects as assigned by management in a timely and diligent manner.		
Minimum Qualifications:	Bachelor's degree		
No. of Positions Required:	1		
Job Close Date:	Open Until filled		

هام: المعلومات الواردة في هذا النموذج هي فقط لطلبة وخريجي جامعة الإمارات العربية المتحدة ولا يحق نشرها أو تداولها خارج نطاق الجامعة
IMPORTANT: The information presented in this document is for UAEU students and graduates only and cannot be shared outside UAE University

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

hr@masdar.ac.ae