

JOB DESCRIPTION
ASSISTANT ACCOUNTANT PAYABLES

JOB DETAILS			
Position Title:	Assistant Accountant Payables	Grade	
Department/Division:	Finance Department		
Reports to:	Associate Manager – Budgeting and Payables		
Supervises:	None		
Last Updated on:	July 1, 2024		

Job Purpose

To support the analysis, recording and processing of RIT’s financial transactions (payables) in a timely manner in compliance with RIT’s financial policies and procedures. IFRS reporting standards and tax regulations.

Main Duties and Responsibilities:

- Verify and record all supplier invoices to ensure accuracy of payment and compliance with agreed contract terms
- Ensure proper document management of all invoices and payments and archive historical records as per RIT policies and procedures
- Conduct monthly reconciliation (vendors and banks) of all payable transactions to ensure ledgers are maintained accurately
- Process invoices and payments to suppliers and service providers as per the agreed payment terms
- Maintain accurate records of all accounts payable transactions for the monthly book of accounts
- Ensure accurate data is input into the ERP system to enable the preparation of management reports
- Coordinate with HR and respective departments to obtain clearance for final settlement / exit payments
- Record and reconcile faculty housing and education expenses (benefits) on an annual basis
- Responsible for recording and maintaining the fixed assets register and depreciation schedule
- Record and reconcile the cash register for all student, staff and faculty immigration requirements
- Provide inputs to support the financial audit process as required to maximise the efficiency of financial processes and ensure audits are completed as per the required timeframes
- Verify and record all payable petty cash transactions as per RIT policies and procedures
- Record and reconcile timesheets (student part-time employment timesheets) across all departments on a monthly basis for accurate and timely payment
- Assist in the preparation and submission of financial reports (forecasts, budgets, variances etc) as per the required processes and timelines

- Support in the closure of monthly/quarterly trial balance and financial year-end closing budgets in co-ordination with relative parties
- Support all local financial filing requirements as per the assigned timeframes and regulatory requirements (i.e., VAT filings, external audit, tax filings, ESR filing etc.)
- Ensure compliance with all relevant (internal and external) regulations including QHSE requirements using RIT policies and procedures as appropriate

Required Minimum Qualifications

- Bachelor's degree in finance or accounting or a relevant field
- Minimum of two (2) years of relevant experience
- Prior experience in using an ERP (e.g. QuickBooks, Oracle, SAP, etc.)
- Proficient user of MS Office applications
- Prior experience in budgeting preparation, controls, and monitoring is a plus (but not required)
- Prior audit experience is a plus (but not required)

Application Procedure:

Please email your application to careersdubai@rit.edu and include the following in your application:

- Subject line must include the source, your name and position you are applying for; (Name – Assistant Accountant Payable)
- Cover letter detailing your technical/professional, teaching, and scholarship qualifications and achievements
- Resume or curriculum vitae
- Contact information

Applications review will begin immediately and continue until a candidate is selected. Only shortlisted candidates will be contacted. For more information, please visit RIT Dubai website: www.dubai.rit.edu.