JOB DESCRIPTION

SENIOR ACCOUNTANT

JOB DETAILS			
Position Title:	Senior Accountant	Grade	
Department/Division:	Finance		
Reports to:	Finance Manager		
Supervises:	None		
Last Updated on:	18 Sep 2026		

Job Purpose

To supervise the end-to-end billing and collection process for student and other receivables, ensuring that invoices, account statements, receipts, follow-up actions, reconciliations and system records are accurate, complete and processed on time. The role reviews the work of assigned staff, resolves exceptions and escalations, maintains effective receivables controls, and delivers professional support to students, parents, sponsors and internal stakeholders in accordance with RIT Dubai policies and procedures and applicable financial reporting requirements.

Main Duties and Responsibilities

Billing and Accounts Receivable

- Take charge of the billing cycle for tuition and other student-related charges, including housing, transportation, medical insurance, visa-related fees, penalties, deposits and other approved charges.
- Plan and coordinate billing activities with Admissions, Registrar, Student Affairs, Housing, Scholarship, academic departments and other relevant stakeholders to ensure that approved charges, discounts, scholarships, waivers and adjustments are reflected accurately and on time.
- Review and approve, within delegated authority, invoices, credit notes, debit notes, account adjustments and student statements prepared by the team before release or posting.
- Verify billing data against approved fee schedules, enrolment and credit-hour information, contractual terms and supporting documents; investigate discrepancies and ensure timely correction.
- Oversee billing and reconciliation of corporate, sponsored, branch-campus and other non-student receivables, including timely submission of invoices and supporting documents.
- Ensure billing records and supporting documents are complete, properly authorized, accurately posted in the ERP and retained in accordance with document-management requirements.

Collections and Credit Control

- Lead the day-to-day collection process and ensure systematic follow-up of overdue student, sponsor, corporate and other receivable balances.
- Review accounts-receivable ageing and collection status regularly, assign follow-up actions to team members, monitor commitments and payment plans, and drive resolution of overdue balances.
- Review payment plans within established guidelines; monitor compliance and escalate defaults or exceptions.
- Coordinate the issuance of reminders, overdue notices and late-payment notifications, ensuring that communications are accurate, timely and professionally handled.
- Manage complex and escalated collection matters with students, parents, sponsors and internal stakeholders while maintaining appropriate sensitivity, confidentiality and service standards.

- Recommend application or release of financial holds, clearances, no-objection certificates and transcript restrictions in accordance with approved policies and delegated authority.
- Maintain a collection forecast and provide clear visibility of expected receipts, overdue balances, disputed items and accounts requiring management action.

Transaction Review Reconciliation and Controls

- Supervise the recording and allocation of receipts received through cash, cheque, card, bank transfer, payment gateway and other approved channels.
- Review daily collection summaries, cashier reconciliations, bank-deposit records and payment-gateway settlements, ensuring that variances and unidentified receipts are investigated and cleared promptly.
- Ensure maker-checker controls and appropriate segregation of duties are maintained across billing, receipt processing, adjustments, reconciliations and account clearance activities.
- Review receivables-related journal entries, reconciliations and schedules for accuracy, completeness and adequate supporting documentation before submission or posting.
- Monitor the integrity of student and customer master data in the ERP and ensure amendments are supported, authorized and recorded accurately.
- Identify recurring errors, control gaps or system issues and recommend practical improvements to billing, collection, reconciliation and customer-service processes.

Team Supervision and Service Delivery

- Allocate daily work, set priorities and monitor workloads to ensure that billing, collection, reconciliation and inquiry-management deadlines are met.
- Review the quality and accuracy of work completed by assigned staff, provide timely feedback, and arrange corrective action or coaching where required.
- Serve as the first escalation point for operational issues and difficult student or parent interactions, resolving matters within authority and referring material issues to the Finance Manager.
- Ensure finance mailbox inquiries, telephone calls and in-person requests are handled accurately, courteously and within established response timelines.
- Establish practical work instructions, checklists and coverage arrangements so that key activities continue during leave, peak registration periods and payment deadlines.
- Support staff performance objectives, training and development in line with policies.

Reporting Closing Audit and Compliance

- Prepare and review periodic reports on billings, collections, ageing, payment plans, overdue accounts, collection effectiveness, unresolved variances and other key receivables indicators.
- Support month-end, quarter-end and year-end closing by ensuring receivables reconciliations, schedules, accruals, adjustments and supporting documentation are completed accurately and on time.
- Provide receivables information and supporting documents for management reporting, VAT filing process, regulatory submissions and internal or external audits.
- Support the implementation of agreed audit recommendations and maintain evidence that billing and collection controls are operating effectively.
- Ensure compliance with policies and procedures, delegated authorities, confidentiality requirements, applicable IFRS requirements and relevant regulatory obligations.
- Perform other related duties assigned to meet the operational requirements of the Finance Department and the University.

Required Minimum Qualifications and Experience

- Bachelor’s degree in Accounting, Finance or a related field from an accredited institution.
- Professional accounting qualification such as ACCA, CPA, CMA or equivalent is required.
- Minimum of five years of relevant experience in accounts receivable, billing, collections or general accounting, including at least two years in a supervisory, senior or team-lead capacity.
- Experience in higher education, student finance or a comparable service environment is preferred.
- Audit experience is preferred but not mandatory.

- Proficient knowledge of UAE value-added-tax laws and regulations and e-invoicing requirements.
- Sound knowledge of accounts-receivable controls, reconciliations, collection practices and applicable IFRS requirements.
- Hands-on experience with ERP or student information systems and advanced proficiency in Microsoft Excel and Word.
- Excellent written and verbal communication skills in English.
- Ability to work flexibly during registration, payment deadlines, open days, closing periods and audit requirements, including occasional evenings or weekends when needed.

APPLICATION PROCEDURE:

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

- Subject line must include the source, your name and position you are applying for;
(Name – Senior Accountant)
- 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 at www.dubai.rit.edu .