

## JOB POSTING REQUEST FORM

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Reference #

**Company Name** 

**Industry** 

Vacancy

Number of vacancies for that position

Job Type (FT, PT, Contractual, Seasonal)

Major(s)

Degree

Years of Experience

Location

**Remuneration & Benefits** 

Currency (LBP, Dollar, Lollar)

Tasks & Responsibilities

CC-708-2022

Brasserie Almaza

**FMCG** 

Accountant

1

FT

Accounting, Finance or Business

Bachelor

2 to 4 years of experience

**Dora Highway** 

Salary + Transportation + Insurance Inpatient/out-patient

40% in Fresh

- Ensure proper fixed assets process, compliance with local laws and regulations (taxation, VAT, dividend etc...) and proper maintenance of accruals and prepayments.
- Prepare a proper Balance Sheet Account Reconciliation on a monthly, quarterly and yearly basis.
- Performing the monthly income tax accrual and assist in the yearly income tax declaration.