

## 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-756-2022

Allstate Property Management LLC

**Real Estate** 

**Senior Accountant** 

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FT

Accounting - Finance - Audit

BA- MBA

1 to 5 years

Adma

Monthly Cash

Fresh Dollars \$

- Analyzes transactions
- Prepare financial statements
- Run reports
- Responsible for on an on-going basis