

## JOB POSTING REQUEST FORM

### JOB DETAILS

Reference #	CC-862-2022
Company Name	Fashmore Retail
Industry	Fashion and Retail
Vacancy	Accountant
Number of vacancies for that position	1
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	Full time
Major(s)	Accounting, Finance, Audit or any Business Management field
Degree	Bachelor
Years of Experience	2-5 Years
Location	Hamra
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	
Tasks & Responsibilities	<p><b>Tasks and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Gather and analyse financial information to prepare entries to accounts such as insurance, rent, and prepaid, accruals entries.</li> <li>• Review and Control various budgets and expenditures; verify variances and takes actions accordingly</li> <li>• Develop and maintain databases and ensure that all records such as ledgers, registers, journals...are sustained in compliance with established policies and procedures.</li> <li>• Maintain the various ledger accounts including reconciliation of accounts receivables and payables, expenditures, and cash balances.</li> <li>• Reconcile, adjust, and maintain balance sheet accounts such as Assets, prepaid expenses and ensure compliance with established accounting practices.</li> <li>• Gather, enter, and post journal entries.</li> <li>• Review accounting documents to ensure accuracy of information and calculations and resolve discrepancies.</li> <li>• Prepare financial audits, financial statements, and varied fiscal reports and coordinate the audit process</li> </ul>

## JOB POSTING REQUEST FORM

- Assist the Senior Accountant in Conducting monthly closings

**Qualifications:**

- University graduate with a degree in Accounting, Finance, Audit or any business management field.
- Knowledge and proficiency of financial/accounting principles.
- Technical Accounting skills
- A minimum of 2 years' experience in a similar position