

JOB POSTING REQUEST FORM

JOB DETAILS

Reference #	CC-863-2022
Company Name	Fashmore Retail
Industry	Fashion and Retail
Vacancy	Junior 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	1-2 years
Location	Hamra
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	
Tasks & Responsibilities	<p>Tasks and Responsibilities:</p> <ul style="list-style-type: none"> • Assist in performing basic accounting functions such as general ledgers and bank reconciliations • Help with monthly closings and preparation of monthly financial statements • Assist in preparation of monthly financial reports • Gather and enter monthly adjusting journal entries • Reconcile, adjust, and maintain balance sheet accounts such as prepaid expenses, Accounts receivable and Payables and ensure compliance with established accounting practices • Assist with implementing and maintaining internal financial controls and procedures • Assist Auditors by providing supporting documents and information on internal process that is required for audit • Gather and maintain a wide variety of financial information, files, and records

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- Review financial information to identify potential budget variances, completing statistical information, and conforming to established financial practices
- Assist in performing sales journal entries, reconcile and control all the appropriate information

Qualifications:

- Computer literate with knowledge of standard office software applications. MS Office is required.
- Fluent in English and Arabic. French is a plus.
- Knowledge and proficiency of financial/ accounting principles.
- Technical Accounting skills