

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CC-677-2022
Company Name	Risk Management
Industry	Shared Services
Vacancy	Accountant
Number of vacancies for that position	4
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Permanent
Major(s)	Business/Accounting and Finance
Degree	Bachelor's
Years of Experience	1-2
Location	Beirut Downtown
Remuneration & Benefits	Competitive remuneration, medical insurance, schooling, training sponsorship
Currency (LBP, Dollar, Lollar)	USD
Tasks & Responsibilities	<ul style="list-style-type: none"> • Hold and maintain at all times the accounts of a variety of entities as assigned by superior • Verify the accuracy of invoices and other accounting documents or records • Regularly update and maintain accounting journals, ledgers and other records detailing financial business transactions (e.g., disbursements, expense vouchers, receipts, accounts payable) • Enter transaction data into system using Sage 100 and Sage X3 (after Merge) or any other system given by the Management • Compile data and prepare a variety of reports recommended by superiors in the department • Reconcile records with internal sister companies, employees, management, external Banks, vendors, customers or any other related party • Maintain a full list of Assets for the companies they are assigned • Depreciate Assets on monthly basis • Investigate questionable data, report findings and suggest recommendations to direct superior

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- Handle the filing system related to their entities properly and accurately, on a regular basis
- Keep prepared for and assist on any Internal or External Audit exercise
- Handle the Petty Cash related to their entities in multiple currencies
- Connect with Banks for Transfers, LGs, Statement of Accounts and any other applications needed
- Coordinate the monthly book close by the deadline set by superior
- Communicate credit card reports to employees and ensure timely submission by all employees
- Review credit card reports and ensure compliance with the business and travel expense policy
- Monitor credit card limits and request replenishments as needed