

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CC-738-2022
Company Name	Cimenterie Nationale
Industry	Cement Industry
Vacancy	Accountant
Number of vacancies for that position	1
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	CDI
Major(s)	Accounting or Business
Degree	BA in Accounting or Business
Years of Experience	2 years of accounting experience is a plus
Location	Yarze, Baabda
Remuneration & Benefits	Upon interview
Currency (LBP, Dollar, Lollar)	Mix of Dollars and Lebanese Pounds
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>The job holder will be responsible of timely establishing accounting transactions of all kinds, including but not limited to issuing journal vouchers and payments, in compliance with the prevailing fiscal laws and work requirement.</li> <li>He or she will be in charge of ensuring reconciliation of accounts and maintaining accurate records in fixed assets and work in progress applications. He or she will cooperate with external and fiscal auditors for providing requested documentation during an audit.</li> <li>The job holder will continuously apply and follow up on the control processes and systems for operational excellence.</li> </ul>