

## JOB POSTING REQUEST FORM

### JOB DETAILS

Reference #	CC-755-2022
Company Name	Allstate Property Management LLC
Industry	Real Estate
Vacancy	Junior Accountant
Number of vacancies for that position	5
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	FT
Major(s)	Accounting – Finance – Audit
Degree	BA- MBA
Years of Experience	1 to 5 years
Location	Adma
Remuneration & Benefits	Monthly Cash
Currency (LBP, Dollar, Lollar)	Fresh Dollars \$
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>• Data entry</li> <li>• Updating financial statements</li> <li>• Maintaining &amp; justify receivable and accounts payable</li> <li>• Payroll</li> <li>• Preparing financial reports</li> </ul>