

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CC-853-2022
Company Name	Debbane Saikali Group
Industry	Group of companies
Vacancy	Accountant
Number of vacancies for that position	1
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	FT
Major(s)	Accounting
Degree	Bachelor
Years of Experience	2 to 4 years
Location	Zouk Mikael
Remuneration & Benefits	TBD
Currency (LBP, Dollar, Lollar)	Dollar, Lollar and LBP
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>• Processing of daily accounting general ledger entries.</li> <li>• Check Preparation to Suppliers &amp; posting of suppliers invoices.</li> <li>• Issue Customer invoices &amp; record Collections.</li> <li>• Perform monthly reconciliations. (Payables, Receivables, Related Parties, Banks, Provisions, etc.)</li> <li>• Assess in the Fixed Assets process. (Depreciation, Physical Count, etc.)</li> <li>• Assist the accounting manager when needed.</li> <li>• Insure proper Achieving of Physical Docs.</li> <li>• Assisting in up keeping of legal documents.</li> <li>• Assist in the preparation of the different stakeholders.</li> <li>• Ad hoc projects.</li> </ul>