

## JOB POSTING REQUEST FORM

| JOB DETAILS                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| 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><b>Tasks and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Assist in performing basic accounting functions such as general ledgers and bank reconciliations</li> <li>• Help with monthly closings and preparation of monthly financial statements</li> <li>• Assist in preparation of monthly financial reports</li> <li>• Gather and enter monthly adjusting journal entries</li> <li>• Reconcile, adjust, and maintain balance sheet accounts such as prepaid expenses, Accounts receivable and Payables and ensure compliance with established accounting practices</li> <li>• Assist with implementing and maintaining internal financial controls and procedures</li> <li>• Assist Auditors by providing supporting documents and information on internal process that is required for audit</li> <li>• Gather and maintain a wide variety of financial information, files, and records</li> </ul> |

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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