

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-104-2022
Company Name	FTC-Leila restaurant
Industry	Hospitality
Vacancy	Senior Accountant
Number of vacancies for that position	1
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	Full time
Major(s)	Accounting or finance
Degree	Bachelor's degree in Accounting or related field
Years of Experience	2 years of relevant experience
Location	Ashrafieh
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	
Tasks & Responsibilities	<ul style="list-style-type: none"> -Improve chart of accounts. -Supervises and controls the general ledger, payables, payroll, budget reporting, and statistical accumulation, taxes... -Work closely with the affiliates in order to get an accurate & realistic trial balance on a monthly basis. -Prepare journal entries & reconciliation of general ledger & subsidiary accounts. -Prepare the aging schedules. -Follow up with banks concerning deposits, transfers... -Control all accounting entries for all paid charges. -Validate the accomplishment of local taxes. -Maintain a thorough understanding of the financial reporting and general ledger structure. -Ensure an accurate and timely monthly and year end close. -Ensure the timely reporting of all monthly financial information. -Prepare reconciliations of Bank statement, Account payable and Account receivable periodically and report if any discrepancies found.

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-Ensures that accurate bookkeeping is administered and that revenue and costs are booked in the correct time period.
-Supervises and controls the general ledger, payables, payroll, budget reporting, and statistical accumulation, taxes...
-Experience in F&B Sector is a must.