

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-163-2022
Company Name	WATA CIDER - The Walnut House SARL
Industry	Beverage production
Vacancy	Admin and Finance Officer
Number of vacancies for that position	1
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	Full Time
Major(s)	Accounting and Finance, Financial engineer, Business administration, other relevant majors.
Degree	BS / MS or MBA is a plus
Years of Experience	5
Location	Wata el Joz , Kesrouan
Remuneration & Benefits	4,000,000 starting salary + Social assistance in USD to be agreed upon based on experience
Currency (LBP, Dollar, Lollar)	LBP cash + Dollar cash
Tasks & Responsibilities	<p><b>On a Procedural level:</b></p> <ul style="list-style-type: none"> <li>• Process invoices</li> <li>• Manage records and receipts</li> <li>• Verify, allocate, post and reconcile accounts payable and receivable on a daily, monthly and yearly basis</li> <li>• Enter accounting related information into business logs</li> <li>• Perform monthly bank settlements</li> <li>• Prepare balance sheets and inspect account books for efficiency and accuracy</li> <li>• Assist with tax audits and tax returns</li> <li>• Prepare documentation for external auditors and direct the latter to ensure compliance</li> <li>• Support month-end and year-end close process</li> <li>• Develop and document business processes and accounting policies to maintain and strengthen internal controls</li> </ul>

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- Ensure compliance with GAAP principles
- Organize and update financial records
- Improve financial procedures

### **On a strategic level:**

- Develop an in-depth knowledge of organizational products and process
- Analyze financial information and summarize financial status
- Spot errors and suggest ways to improve efficiency and spending
- Provide technical support and advice
- Review and recommend modifications to accounting systems and procedures
- Participate in financial standards setting and in forecast process
- Provide input into department goal setting process
- Prepare financial statements and produce budget according to schedule
- Recommend ways to reduce costs and enhance revenue
- Support executive with project development and tasks when required

### **Customer service:**

- Providing outstanding and professional customer experience
- Resolve financial disputes with customers
- Communicating and developing a rapport with customers both over the phone and electronically