

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-170-2022
Company Name	Islamic Charity Hospital
Industry	Healthcare
Vacancy	Chief Accounting Officer
Number of vacancies for that position	1
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Permanent
Major(s)	Accounting
Degree	<ul style="list-style-type: none"> Bachelor's degree in accounting or finance CPA Certification; continuing Professional Education (CPE) requirements
Years of Experience	<ul style="list-style-type: none"> 10+ years experience in a senior accounting position
Location	Tripoli – Azmi Street
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	LBP
Tasks & Responsibilities	<ul style="list-style-type: none"> Recruit, manage, and oversee all accounting departments; work with other accounting managers Create accounting strategies to maximize profits Manage payroll and taxes Regularly examine financial statements and ensure they are accurate and free of any errors Organize and update financial records; monitor all bookkeeping Analyze accounts and suggest improvements to reduce costs and increase profits Make sure all financial data adheres to current tax laws and regulations

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- Keep company accounts information confidential
- Stay abreast of industry changes and current tax/accounting laws
- Prepare, manage and present monthly reports
- Act as a liaison to outside auditors
- Represent the accounting department at board meetings