

## JOB POSTING REQUEST FORM

### Job Details

Reference #	CP-173-2021
Company Name	Beam International S.A.L (Offshore)
Industry	Supply chain & trading (Industrial Equipment)
Vacancy	Accountant
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )*	FT
Major	Business Management / Accounting & Finance
Years of Experience	3-5 years
Education	Bachelor Degree in Accounting
Location	Beirut, Lebanon
Remuneration & Benefits	
Tasks & Responsibilities	<ol style="list-style-type: none"> <li>1. Post and process journal entries to ensure all business transactions are recorded.</li> <li>2. Update accounts receivable and issue invoices, Receipts &amp; Credit notes.</li> <li>3. Process supplier invoices and Update accounts payable and perform reconciliations.</li> <li>4. Reconcile Cash &amp; bank accounts.</li> <li>5. Maintain a proper filing to all financial documents.</li> <li>6. Update financial data in databases to ensure that information will be accurate and immediately available when needed.</li> <li>7. Prepare accounting reports (Daily reports)</li> <li>8. Assist with other accounting projects (Such as Stock count, Cash Count, budget preparation....)</li> <li>9. Keep information confidential and secure them with database backups.</li> <li>10. Keep up with financial policies, regulation and legislation.</li> </ol>