

## JOB POSTING REQUEST FORM

### Job Details

Reference #	CP-195-2022
Company Name	Confidential
Industry	FMCG
Vacancy	Junior Accountant (Female)
Job Type( <i>FT, PT, Contractual, Seasonal</i> )	FT
Major(s)	Finance, Accounting
Degree	BA
Years of Experience	0-2
Location	Damour
Remuneration & Benefits	Transportation provided by the company
Currency (LBP, Dollar, Lollar)	LBP
Tasks& Responsibilities	<ul style="list-style-type: none"> <li>• Post and process journal entries to ensure all business transactions are recorded</li> <li>• Update accounts receivable and issue invoices</li> <li>• Update accounts payable and perform reconciliations</li> <li>• Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines</li> <li>• Assist with reviewing of expenses, payroll records ..</li> <li>• Update financial data in databases to ensure that information will be accurate and immediately available when needed</li> <li>• Prepare and submit weekly/monthly reports</li> <li>• Assist senior accountants in the preparation of monthly/yearly closings</li> <li>• Assist with other accounting projects</li> </ul>