

## JOB POSTING REQUEST FORM

### JOB DETAILS

Reference #	CP-229-2022
Company Name	Beam International S.A.L (Offshore)
Industry	Supply chain & trading (Industrial Equipment)
Vacancy	Accountant
Number of vacancies for that position	
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	FT
Major(s)	Accounting
Degree	BA in Business
Years of Experience	2-3 years
Location	Beirut, Lebanon
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	
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. Keep up with financial policies, regulation and legislation.</li> <li>7. Record purchase orders on the system</li> </ol>