

## JOB POSTING REQUEST FORM

### Job Details

Reference #	CP-238-2022
Company Name	ITG
Industry	Information Technology
Vacancy	Junior Accountant
Job Type( <i>FT, PT, Contractual, Seasonal</i> )	Full-time
Major(s)	Business Administration concentration in Accounting or Banking and Finance
Degree	Bachelor , Masters is a plus
Years of Experience	1-4 years
Location	Beirut
Remuneration & Benefits	-
Currency (LBP, Dollar, Lollar)	-
Tasks& Responsibilities	<ul style="list-style-type: none"> <li>• Performing accounting tasks including bookkeeping, inventory control, credit and collection, billing, statement of accounts, producing and analyzing balance sheets, profit &amp; loss statements and fixed assets inventory</li> <li>• Assisting in the preparation of income tax declaration, VAT reports, social security contribution reports, and cash balances</li> <li>• Following up with Collections Officers and courier services providers</li> <li>• Receiving and processing all invoices, expenses forms and requests for payment</li> <li>• Processing payments (transfers or writing checks), and bank deposits</li> <li>• Reconciling bank statements by comparing them with general ledger</li> <li>• Issuing invoices, travel expenses and collecting contracts payments</li> <li>• Following up with clients/vendors and resolving discrepancies in a timely manner</li> <li>• Forming and developing regular analysis of customer accounts and assisting in ensuring proper monthly closings</li> <li>• Assisting in the preparation of the cash</li> </ul>

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flow forecast

- Collaborating with the Cash department for cash count
- Completing accounting transactions, documents to ensure accuracy of information, and correcting entries (where applicable)
- Assisting in the preparation of monthly financial reports and studies for monthly meetings
- Interacting with External Auditors in completing audits
- Assisting in closing books at year end upon completion of annual audit
- Making sure company's assets sheets are updated and signed by employees
- Working according to the accounting & finance preset workflows
- Filing and recording accounting documents