

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-289-2022
Company Name	OMT
Industry	Financial Services
Vacancy	Junior Accountant
Number of vacancies for that position	
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Full Time Employment
Major(s)	Accounting, Finance, Audit
Degree	University Degree
Years of Experience	1 -3 years
Location	OMT HQ (Sami Soleh), Outdoor: Chouf
Remuneration & Benefits	NSSF and Transportation
Currency (LBP, Dollar, Lollar)	Dollar and Lollar
Tasks & Responsibilities	<p>Accounting Entries & Activities</p> <ul style="list-style-type: none"> • Passes the journal vouchers including suppliers invoices and bank transfers, receipts and payment vouchers • Handles OMT accounts payments & daily balances accurately ensuring process efficiency of operational activities • Issues daily OMT agents balances & validates OMT agents activities • Reviews & reconciles daily balances of agents and corresponds with banks on cancelling transfer requests when needed; contacts agents' operators to resolve discrepancies • Contacts banks (e-mails or phone calls) to resolve discrepancies appearing through reconciliations • Modifies & adjusts, on a daily basis, WU transactions in the accounting system • Follows up on agents' balances accuracy by receiving their daily phone calls, assisting them in reconciling their records with ours & solving discrepancies if any <p>Technical Skills:</p> <ul style="list-style-type: none"> • Fully proficient in English and Arabic, French is a plus • Proficiency in Microsoft Office especially in Excel • Experience in accounting, Accounts Reconciliation