

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-330-2022
Company Name	Purple Martin
Industry	leading global company that provides energy and climate solutions for the commercial as well as the residential sectors
Vacancy	Financial Controller
Number of vacancies for that position	1
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	Full-time
Major(s)	Business, finance, accounting
Degree	Bachelor in Business accounting or Finance/ CMA, CPA, MBA are all considered pluses
Years of Experience	Minimum 3 years of experience in accounting or financial positions
Location	Beirut
Remuneration & Benefits	Medical insurance class A, life and accidental insurance, transportation, NSSF
Currency (LBP, Dollar, Lollar)	Dollar
Tasks & Responsibilities	<p>1. Business support</p> <ul style="list-style-type: none"> • Support the local Leadership Team to establish plans, assess performance and initiate corrective actions to ensure profitable growth of the business overall. • Coordinate for yearly Plan and monthly/quarterly Forecasting activities. • Follow up on with customers on dues and with the Credit and Collections function in order to minimize financial risk and maximize cash flow and monthly collection. • Keeping contact with lawyer, bank, auditors, tax authorities • Working closely with corporate functions such as Credit and Collections group, Record-to-Report, etc. • Provide support to the regional HR department in maintaining local employee benefits, payroll.

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2. Accounts maintenance
 - Responsible for the Financial Reporting from Management and statutory reporting for the branch.
 - Maintain full compliance with local GAAP and local reporting requirements
 - Maintain full compliance with US GAAP and standard internal controls FICAP.
 - Prepare yearly Financial Statement and maintain cooperation with external auditors.
 - Responsible for Financial Reporting & R12 activities (Monthly reviews, R&O, Goal Tree, Variances analysis) to country leader and regional leadership team.
 - Responsible for month-end and year-end financial closing process.

3. Controls and Compliance
 - Ensure proper segregation of duties or adequate mitigating controls are in place
 - Drive the balance sheet & Profit and loss review process locally
 - Drive standardization and documentation of processes
 - Ensure compliance on policies and procedures including strict adherence to the limitation of authority (LOA)
 - Maintain full compliance with SoX and FCPA requirements
 - Ensure timely follow-ups of Internal & External Audits.
 - Explore cost saving possibilities and initiate measures to achieve those.
 - Ensure timely and accurate filing of tax returns (payroll tax, social security, income tax, VAT) and other statutory reports
 - Prepare internal control documentation, ingly – Forms,

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Procedures, Level of Authorities.
Example: Customer and Supplier
Orders, Banking, Cash
disbursement, Travel, Credit card,
Time sheets, Job expenses, Fixed
assets, Vendor payments, etc.

4. Administration and office support:

- Updating Labor hours on the system
- Support the office with ad hoc activities when required
- Monthly review and update of expense reports
- Coordinate on the office needs from stationary and daily expenses
- Manage invoicing, in & outbound courier.
- Follow up on the logistics with factory.