

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-451-2022
Company Name	Silk Mile
Industry	Logistics
Vacancy	Junior Accountant
Number of vacancies for that position	1
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	FT
Major(s)	Business Administration, Accounting, Finance
Degree	Bachelor
Years of Experience	0-2
Location	Ashrafieh, Rue Nassif Al Rayyess, Block B Top End Building , 9 th Floor.
Remuneration & Benefits	Salary Range between 4,500,000 L.L. to 5,500,000 L.L.
Currency (LBP, Dollar, Lollar)	
Tasks & Responsibilities	<ul style="list-style-type: none"> • Maintain day to day cash/bank transactions. • Handle monthly, quarterly, and annual closings. • Reconcile accounts payable and receivable. • Ensure timely clients, banks, and stakeholders' payments. • Manage balance sheets and profit/loss statements. • Report the company's financial health and liquidity. • Reinforce financial data confidentiality and conduct database backups when necessary. • Comply with financial policies and regulations. • Track the payments to internal and external stakeholders. • Review the receipts vouchers and supporting documents (confirming that the appropriate documents are on-hand for each receipt and that the account codes for each receipt are correct).

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- Administer the payrolls and control income and expenditure.
- Comply and prepare reports, budgets, business plans, commentaries, and financial statements.
- Liaise with external audit companies to ensure annual audit is carried out.
- Prepare NSSF, VAT, and salary tax calculations reports.