

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-452-2022
Company Name	Silk Mile
Industry	Logistics
Vacancy	Financial Analyst
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	0-3
Location	Ashrafieh, Nassif Al Rayyess Street, Block B Top End Building , 9 <sup>th</sup> Floor.
Remuneration & Benefits	Salary Range between 4,500,000 L.L. to 6,000,000 L.L.
Currency (LBP, Dollar, Lollar)	
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>• Maintain day to day cash/bank transactions.</li> <li>• Handle monthly, quarterly, and annual closings.</li> <li>• Reconcile accounts payable and receivable.</li> <li>• Ensure timely clients, banks, and stakeholders' payments.</li> <li>• Manage balance sheets and profit/loss statements.</li> <li>• Report the company's financial health and liquidity.</li> <li>• Reinforce financial data confidentiality and conduct database backups when necessary.</li> <li>• Comply with financial policies and regulations.</li> <li>• Track the payments to internal and external stakeholders.</li> <li>• 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).</li> <li>• Administer the payrolls and control income and expenditure.</li> </ul>

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- 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.