

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-473-2021
Company Name	Ostaz by Inspired
Industry	Tech - Education
Vacancy	Accounting Intern
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	Internship
Major(s)	Accounting
Degree	Bachelor
Years of Experience	Fresh graduate /0 - 1 year of experience
Location	Beirut, Lebanon
Remuneration & Benefits	Transportation - NSSF (social security)
Tasks & Responsibilities	<ul style="list-style-type: none"> ● Receive and sort incoming payment with attention to credibility ● Act as a collection officer specialist such as, contacting clients for outstanding payments, collect payment on overdue bills by informing customers of their debt and their various options for repayment ● Manage the status of accounts, balance and identify inconsistencies ● Offer the best and effective solution to our internal and external customers related to billing, cash, etc. ● Follow up and monitor all troubleshooting payments issues with our customers (Card holders name form, mode of payment, etc.) ● Handle the petit cash of the company; as well as, issuing receipts and payment vouchers properly ● Liaise with the technical, customer experience, HR, accounting and other direct departments to ensure resolving customer issues and enhance brand awareness

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- Sell campaign courses & up-sell ostaz product; in addition to, identify customer needs and taking proactivity steps to maintain outstanding and positive experience
- Prepare account statement for customer up on their request
- Follow up on outstanding payment & answering customer queries
- Assist the accounting department by updating accounting records with issued invoices, processed payments, new balances, and customer contact information
- Check the tutor/ student balance on a weekly basis and ensure that the balance is always UpToDate