

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-478-2022
Company Name	Beam International S.A.L (Offshore)
Industry	Supply chain & trading (Industrial Equipment)
Vacancy	Accountant
Number of vacancies for that position	
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	Full Time
Major(s)	Accounting
Degree	BA
Years of Experience	2-3 Years
Location	Beirut
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	
Tasks & Responsibilities	<ul style="list-style-type: none"> • Post and process journal entries to ensure all business transactions are recorded. • Update accounts receivable and issue invoices, Receipts & Credit notes • Process supplier invoices and Update accounts payable and perform reconciliations • Reconcile Cash & bank accounts • Maintain a proper filing to all financial documents. • Keep up with financial policies, regulation and legislation • Record purchase orders on the system