

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-479-2021
Company Name	Chedid Capital Holding
Industry	Insurance and Reinsurance
Vacancy	Accountant
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Full Time
Major(s)	Business, Accounting
Degree	Bachelor
Years of Experience	0-2
Location	Baabda, Lebanon
Remuneration & Benefits	Salary, Transportation, Medical Insurance, NSSF
Tasks & Responsibilities	<ul style="list-style-type: none"> • Develop reports (e.g. Collection, Aging, Allocation, PPW, Collection to Production, internal financial, etc.) • Coordinate with Compliance for compliance checks of the insured in order to avoid payment or collection of premiums from sanctioned names and/or avoid AML • Participate in identifying, assessing and handling measures for current and potential risks • Conduct proper reconciliation of complex markets (e.g. mega accounts) and identify discrepancies for resolution • Receive reconciled balance from insurers and allocate accounts on the system in order to open disburseable balance to reinsurers for payment purposes • Coordinate with insurers/reinsurers in order to provide missing documents and closings • Coordinate internally in order to assist medium-level management and externally (e.g. Placement, QC, Claims, Brokers, underwriters, etc.) in order to resolve cases • Negotiate and coordinate with insurers/reinsurers for reconciliation and settlement/collection purposes • Arrange statement of remittance and send to reinsurers for confirmation prior settlement • Request statements of accounts in order to proceed with reconciliation and decide on

JOB POSTING REQUEST FORM

- settlement/collection of more complex cases
- Prepare, screen and execute documents before settlement/collection ensuring accuracy and notify settlement outcomes to insurers/reinsurers
 - Allocate and utilize available internal and external resources (system, technical Departments, etc.) for operational efficiency
 - Prepare payment and receipt vouchers in order allocate the collected or paid funds
 - Follow-up Premium Payment Warranty (PPW) accounts based on due date of payments
 - Follow-up with Accounting for collection of receivables
 - Handle cash-calls for ceding companies during loss cases
- Coach and assist his/her subordinates