

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-585-2022
Company Name	Talaco
Industry	Telecommunication
Vacancy	Junior Accountant
Number of vacancies for that position	3
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	Full time
Major(s)	Business Administration, Accounting
Degree	Bachelor / Masters
Years of Experience	1 to 2 years
Location	Raouche - Beirut
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	USD
Tasks & Responsibilities	<ul style="list-style-type: none"> • Role includes: <ul style="list-style-type: none"> - Issuing accounting vouchers - Performing reconciliations - Issuing regular statements for several accounts and follow up on action needed - Proper filing and documentation as per accounting best practice - Handling any additional tasks related to accounting and financial administration that are required by direct manager