

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-83-2022
Company Name	Jewelivry
Industry	Jewelry
Vacancy	Accountant
Job Type(<i>FT, PT, Contractual, Seasonal</i>)	Full time
Major(s)	Accounting or finance
Degree	Bachelor
Years of Experience	2-3 years
Location	Antelias
Remuneration & Benefits	Fixed Salary + Transportation
Currency (LBP, Dollar, Lollar)	LBP
Tasks& Responsibilities	<ul style="list-style-type: none"> • Data Entry • Maintain account receivable • Maintain account payable • Ensure timely payments of invoices • Assist in the payroll process • Updating financial records via accounting software • Analyzing financial statements and prepare balance sheet • Reconcile ledgers