

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-91-2022
Company Name	OTP
Industry	Financial Services
Vacancy	Finance Manager
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Full Time Employment
Major(s)	Management
Degree	University Degree
Years of Experience	Minimum 5 years
Location	Ashrafieh
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	
Tasks & Responsibilities	<p>Agents balances & operational accounting management</p> <ul style="list-style-type: none"> • Follows-up on agents' balances, accounts and E-statements; contacts them where needed to resolve discrepancies • Ensures the creation of new accounts • Ensures processing daily agents' payments • Manages the execution of OTP & Ria services commissions; issues related reports and communicates them internally to concerned members • Ensures timely execution of third party settlement transfers • Audits prepayments/ accruals, journal vouchers and expenses • Follows up on payment executions and verifies that Purchases & Receivables vouchers are scheduled • Manages collection process of agents' balances • Monitors agents' daily limits and balances settlements; activates agents' limits when necessary after reviewing their guarantees • Monitors suspension of agents' accounts • Checks suspended agent's financial position and balances <p>Cash & Accounting Management</p> <ul style="list-style-type: none"> • Controls and manages the cash inventory and manages cash distribution and collection • Manages monthly payroll and employees' salary slips by coordinating with HR/Admin team • Issues periodical financial statements after performing necessary reconciliations

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- Coordinates with auditors on financial statements and for updating, implementing or introducing new financial legislations
- Administers registration of new employees in NSSF & Ministry of Finance (MOF)
- Controls NSSF accounts of the period and their due dates
- Prepares payment and sends related documents to the NSSF
- Calculates quarterly tax payments; assembles data for quarterly and annual tax filings
- Prepares tax provision schedules by reviewing, preparing, and consolidating provision schedules
- Prepares MOF payments and sends taxation reports & receipts to tax authorities
- Manages OTP's yearly accounting, financial statements, and MOF data; monitors monthly & annual NSSF reports. Corresponds with MOF and tax authorities on all taxation reports
- Issues OTP's yearly financial statements after performing necessary reconciliations
- Verifies statements of accounts, exchange rates & trial balance; requests adjustments when necessary
- Closes period in general ledger