

ASSISTANT ACCOUNTANT

Job Type: Mid-Level

JOB SUMMARY

The Assistant Accountant applies principles of accounting to provide financial information by researching and processing data; prepares financial reports by compiling information and maintain job scope within the set policies and procedures. The Assistant Accountant reports to the Senior Accountant and runs the accounting operations of the Vendors' accounts & accounting in general.

DUTIES & RESPONSIBILITIES

1. Compiles and analyzes financial information to prepare entries to accounts, such as general ledgers accounts, and documents business transactions.
2. Prepares all daily vouchers related to HU vendors, monthly reports on due invoices, monthly cash forecast, prepaid and accrual accounts
3. Issues payment orders and cheques against approved invoices and payment requests.
4. Ensures proper entry and filing.
5. Coordinates with the auditors during the FYE audit.
6. Closes the month-end as well as year-end accounts
7. Observes the application of all accounting procedures in line with established policies and approved commitment of authority.
8. Handles vendor inquiries and maintains sound business relationship with them & keeps the Vendors' list up-to-date.
9. Coordinates efforts with the Purchasing Office.
10. Undertakes any other duties assigned by his/her direct supervisor.

SKILLS & PERSONAL QUALITIES

-) Must have a minimum of three years of solid appropriate accounting experience
-) Computerized accounting programs
-) Data & customer oriented
-) Organizational & Time Management skills
-) Effective verbal and written communication skills
-) Honest and trustworthy
-) Possess cultural awareness and sensitivity
-) Demonstrate sound work ethics

BENEFITS

-) Health Insurance
-) NSSF
-) Child Education Allowance

JOB LOCATION: Beirut, Lebanon

JOB SCHEDULE: Work hours: 40 hours per week (distributed over 5 days).