

Junior Accountant

Job Type: Entry Level

JOB SUMMARY

The Junior Accountant provides functional support to the accounting department according to the guidelines of established accounting policies, procedures and standards. The Junior Accountant reports to the Financial Comptroller and provides functional support to the accounting unit by executing accounting operations as per responsibilities specified below.

DUTIES & RESPONSIBILITIES

- Assists the vendors' department accountant in identifying, processing and filing of the suppliers' invoices.
- Assists in the process of maintaining the fixed assets register and calculating the accumulated depreciation and charges of fixed assets at year end.
- Assists the Cashier and handles cash reconciliations on a daily basis, performs month end periodic cash counts.
- Assists the senior accountant in processing and finalizing the Bank reconciliations
- Assists the student accounting in processing student payments
- Processes the student's NSSF forms and registration at the NSSF with the NSSF officer
- Assists the comptroller in managing the university budget in coordination with the purchasing manager
- Undertakes any other duties assigned by his/her direct supervisor.

SKILLS & PERSONAL QUALITIES

- BA/BS in Business Administration
- 0-1 years of relevant experience
- Language skills: English, Arabic
- Good analytical skills
- Data oriented
- Customer oriented
- Effective verbal and written communication skills
- Computer skills including the ability to operate computerized accounting, spreadsheet, word processing, e-mail programs

BENEFITS

Health Insurance

NSSF

Child Education Allowance (after 1 year of employment)

JOB LOCATION: Beirut, Lebanon

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

JOB SALARY: Commensurate with experience

To Apply:

Interested candidates can send their C.V.'s to staffapplications@haigazian.edu.lb