

JABRE CONCEPT

Job Description

Accountant

Function	Support Function	Department	Accounting & Finance
Division	Finance	Location	Beirut Lebanon
Reports to	Accounting manager	Position (s) Supervised	N/A
Date Reviewed	August 2022		

Job Scope	<p>The accountant is credible to deal with the general daily transactions while maintaining A high level of accuracy.</p> <p>She/he will participate in implementing the monthly closing checklist.</p>
Main Duties and Responsibilities	<ul style="list-style-type: none">• Monitor daily bank situation by preparing journal entries and reconciling accounts based on cash flow movement.• Monitor and follow up on cash flow collections.• Handle the supplier invoicing and ensure timely transactions.• Prepare the provision on purchase expenses.• Check invoices and ensure that the policy is implemented accurately.• Prepare the ageing reports for accounts payable.• Update vendor payments.• Create and follow a comprehensive checklist for upcoming installments and supplier follow up.• Handle petty cash expenses and ensure the precise process implementation.• Monthly follow up on receivables accounts.• Check sales invoices & receipts issued on daily basis.• Reconcile and project VAT payments.• Maintain a clear archiving process for all accounting records. <p>Perform other job related tasks as needed.</p>

JABRE CONCEPT

Position Requirements	
Education	Bachelor's Degree in Accounting or Finance.
Required Certificates	N/A
Experience	3-5 of relevant experience; preferably in interior design industry.
Competencies	<ul style="list-style-type: none">• Team player, flexible and adapt to changing environments.• High sense of confidentiality and work ethics• Results oriented.• Good communication skills.• Attention to details.
Additional Requirements	<ul style="list-style-type: none">• Fluency in spoken and written English and Arabic• Good computer skills and command of Microsoft Office (Excel, Outlook, Word andPower Point)

Employee
Signature

Line Manager
Signature

HR Manager
Signature

This job description reflects the present requirements of the position, as duties and responsibilities change the job description will be reviewed and subject to amendments in consultation by the management.