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JOB PROFILE

DEPARTMENT: Accounting & Finance

TITLE: Senior Accountant

JOB PURPOSE:

A Senior Accountant is responsible of the execution of the accounting departments' objectives and the compliance of the Financial and Accounting activities with the pre-defined policies, procedures and standards in terms of overseeing daily accounting activities, monitoring the accuracy of bookkeeping in ledgers, continuous control of the trial balance, following up on the completeness of accounting data, assuring in meeting deadlines of reports related to Periodic Financial Statements, receivables, payables, cash and bank positions, inventories and periodic trial balances.

MAIN DUTIES:

- Responsible of validating the data entered by the accountants on the system.
- Closing and reviewing/confirming monthly trial balances as per the standard closing checklist within the timeframe set by management and while respecting the segmentation of expenses already set by the company.
- Aid Chief Accountant in preparing monthly Financial Statements.
- Responsible for all accounts (Payable, Receivables, Bank, Prepaid, etc.) reconciliations.
- Preparing daily bank and cash position report.
- Preparing Daily sales registered report.
- Controlling the sister companies accounts, monthly reconciliations of direct and contra-transactions.
- Coach and monitor the Accounting Team
- Performing any other required tasks assigned by Direct &/or functional supervisor.
- Responsible for the issuance of LC, LG & PBG and follow up on executions.
- Preparing monthly payroll, quarterly NSSF, quarterly tax declaration reports (VAT, Income).
- Preparing yearly NSSF reports, reviewing yearly tax declarations as prepared by auditors to ensure proper compliance with MOF requirements.
- Responsible for client invoice issuance, weekly customer aging and follow up on collections.
- Responsible for the custody of legal files of local companies, official journals and documents and contracts.
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EXPERIENCE AND EDUCATION:

- Bachelor's degree in Accounting, Business or Finance.
- Masters degree, CPA, CMA, CFA is a plus.
- Minimum of 4 years of experience.
- Good knowledge in accounting principles & practices.
- Good understanding of the Lebanese chart of account & Lebanese regulations.
- Computer literate (MS, Excel, Word) with experience in AIS.
- Fluent in Arabic, English, and French, spoken and written.

CORE COMPETENCIES:

- Leadership
- Working under pressure
- Target Oriented
- Communication
- Analytical

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- Organizational skills
- Confidentiality
- Problem solving
- Attentiveness
- Team player

REPORTS TO: Chief Accountant

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