

## **Associate accountant**

### **Responsibilities:**

- Maintaining accounting data, A/P & A/R and other accounting tasks
- Perform bank reconciliation for the different Co subsidiaries across Lebanon to ensure the accuracy of the company and bank records
- Intercompany reconciliations
- Issue invoices and check accuracy of prepared orders vs client's requests
- Follow up on collection with clients
- Daily check up on clients' platforms
- Prepare bi-weekly collection report and assessment
- Follow up on missing stamped invoices
- Reconciliation for supplier's accounts
- Assist in stock count

### **Qualifications:**

- Bachelor degree in accounting and/or Finance
- Must have at least 1 year of experience in accounting
- Good understanding of accounting and financial reporting principles and practices
- Good with numbers and figures and an analytical acumen
- Excellent understanding of MS office and ERP
- Time management
- Attention to details
- Excellent organizing abilities