

Junior Accountant

A reputable company in Dora, Lebanon

Working Days: Monday to Friday and Saturdays half day

Major: degree in Business Administration, Accounting, or any related field

Experience: 1 – 2 years of experience

Major Responsibilities:

- Maintain accurate records of daily financial transactions
- Process invoices, payments and monitor outstanding balances
- Maintain organized financial records and update accounting systems
- Assist in tax filings, audits, and ensuring compliance with regulations

Salary: \$800 - \$1000

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: career.services@balamand.edu.lb,
Ext. 7801; 7802