

Assistant Accounting Manager, Production & Cost Control Analyst

A reputable factory in Fanar, Beirut

Working Days and Hours: Monday to Friday, from 7:00 AM to 4:00 PM

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

1. Assistant Accounting Manager

Experience: 3 – 5 years of experience

Major Responsibilities:

- Assist in managing the day-to-day operations of the accounting department.
- Support accounting staff, ensuring timely and accurate processing of financial transactions.
- Prepare, review, and analyze financial statements and reports.
- Help coordinate month-end and year-end closing activities.
- Maintain general ledger and ensure accurate posting of entries.
- Assist in budgeting, forecasting, and financial analysis.
- Liaise with internal and external auditors during audits.
- Identify areas for process improvement and implement solutions.
- Support the Accounting Manager in ad-hoc financial projects and strategic planning.

Additional Requirements:

- Strong knowledge of accounting principles and practices.
- Proficiency in accounting software (e.g., SAP, QuickBooks, Oracle) and Microsoft Excel.

2. Production & Cost Control Analyst

Experience: 3 – 5 years of experience

Major Responsibilities:

- Track production activities and workflows to ensure alignment with planning and demand.
- Monitor and document stock movements across multiple warehouses and production stages.
- Analyze raw material usage and finished goods output for efficiency and waste control.
- Check and update product costing, including labor, overhead, and material costs.
- Conduct variance analysis between standard and actual production costs.
- Provide regular reports on production performance, stock levels, and cost fluctuations.
- Identify and report production bottlenecks or inefficiencies and suggest improvements.
- Ensure accurate recording of inventory and production data in ERP or manufacturing systems.
- Participate in budgeting, forecasting, and strategic planning related to production.

Additional Requirements:

- Strong understanding of factory production processes and product transformation cycles.
- Experience with inventory management and cost accounting principles.
- Proficiency in ERP systems and Excel.

How to Apply:

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