

Accountant

A reputable publishing house

Location: Beirut, Lebanon

Working Days and Hours: Monday until Friday; from 8:00 a.m. until 5:00 p.m.

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

Experience: 4–5 years of experience in accounting or a related financial role.

Major Responsibilities:

- Record, classify, and summarize financial transactions in accordance with applicable accounting principles and company policies.
- Prepare monthly, quarterly, and annual financial statements and management reports.
- Reconcile bank accounts, vendor statements, and general ledger balances.
- Process accounts payable and receivable, payroll entries, and expense reimbursements.
- Monitor cash flow and assist with budgeting and forecasting activities.
- Ensure compliance with tax laws, financial regulations, and reporting requirements.
- Support internal and external audits by preparing required documentation.
- Maintain and update accounting systems, records, and files.
- Provide financial analysis and recommendations to support decision-making.
- Collaborate with other departments to ensure accurate financial reporting.

Additional Requirements:

- Strong knowledge of accounting principles, financial regulations, and reporting standards (IFRS/GAAP)
- Proficiency in accounting software (e.g., QuickBooks, SAP, Oracle, or similar) and Microsoft Excel

How to Apply:

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