

## **Female Accountant**

*A reputable company in Beit Meri, Lebanon*

Working days and hours: Monday to Saturday from 7:30 a.m. until 4:00 p.m.

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

Work Experience: 3 – 5 years of experience in accounting

Major Responsibilities:

- Assist in tax filings, audits, and ensure compliance with regulations
- Maintain organized financial records and update accounting systems
- Process invoices, payments, and monitor outstanding balances
- Maintain accurate records of daily financial transactions
- Enter Data, handle cash from drivers, petty cash, & JV

Salary: Around \$1,200

How to Apply:

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