

Female Accountant 2

A leading luxury furniture brand

Location: Jal El Dib, Lebanon

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

Work Experience: 2 – 4 years of experience

Major Responsibilities:

- Manage daily accounting entries and reconciliations
- Handle accounts payable/receivable and invoicing
- Prepare monthly financial reports and assist in closing
- Monitor cash flow, daily sales reports, and petty cash
- Track inventory and stock movements
- Ensure proper documentation and compliance with company procedures

Additional Requirements:

- Strong Excel and accounting software skills
- Detail-oriented, organized, and professional
- Preferably living in nearby regions

How to Apply:

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