

## **General Ledger & Fixed Assets Accountant- Hallab**

*Hallab 1881 is a pioneer in the world of Lebanese sweets since 1881, with 142 years of experience and 18 branches*

**Major:** degree in Business Administration, Accounting, or any related field (preferably a female)

**Experience:** 1-3 years of experience

**Major Responsibilities:**

- Handle bookkeeping & posting General and Admin expenses (Purchase order & Services)
- Ensure adherence to company's policies, ministry of finance regulations, and accounting standards
- Register Fixed Assets bills and assets under construction
- Post Depreciation entries, monthly Assets File, and End of year Asset file
- Post all deferred charges and expenses with related End of Month report
- Check and control Insurance policies renewal as Obligatory, public liabilities, & Claims of owners and company
- Review and check fleet data management, mechanic registration, License updates, & all risk insurances
- Handle End of month closing reports
- Assist the accounting manager for all related management reports

**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