

Accountant

A reputable company in Anfeh, Lebanon

Working Days and Hours: Monday to Friday from 9:00 a.m. to 5:00 p.m.

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

Experience: 2 – 4 years of experience in relevant field

Major Responsibilities:

- Maintain accurate data entry, company files & general ledger
- Support Tax filings, audits & provide financial insights
- Record & post journal entries & account transactions
- Manage accounting invoices & bank reconciliations
- Oversee payables, receivables & inventory tracking

Additional Requirements:

- Proficiency in Accounting Software & Excel
- Car is a must

Salary: around \$750 – 900+ Bonus as per performance

How to Apply:

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