

## **Chief Accountant- Beam International Offshore**

*Beam International (Offshore) established in Lebanon in 2002 to undertake a diversity of activities overseas. The company's main activities include general trading, construction and building materials, engineering services, industrial equipment, supply chain management, and commercial representation.*

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

Experience: 10 -15 years of experience, out of which 10 are in a senior role

### Major Responsibilities:

- Validate the end-of-month closing processes prior to releasing the Cash Flow, Balance Sheet, and Income Statement. Oversee reconciliations with banks, third parties, accruals, prepayments, etc. Accurately handle the full spectrum of cost accounting and cost allocation
- Build Financials statements
- Coordinate with External Auditor
- Participate in audit missions with the tax authorities (under the umbrella of the FM)
- Supervise, organize duties for the accounting team, and train them when needed
- Develop, enhance, and maintain relationship with the Banks that the company deals with
- Review and approve tax preparation schedules
- Check and approve transfers and online payments
- Identify gaps in the procedures and recommend corrective measures
- Review and approve the monthly payroll
- Identify improvements to minimize the taxes payable while abiding by the rules and regulations
- Oversee and review Cash Position report
- Analyze data entry vouchers, statements, trial balance data and report unusual balances
- Prepare trend analysis reports, based on Indexes for sales, delivered not invoiced, overheads trend analysis
- Follow-up on aging receivables and aging payables with the related departments
- Coordinate with the IT department to implement new insightful reports
- Review and approve expenses, by cross matching PO, and Invoice as well as company need.

### Additional Requirements:

- Experience in accounting software (Dolphin or others)
- Experience in ERP systems is a plus
- MBA or CPA or CFA certificate is a plus

### 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