Mid – Level Accountant

A Reputable company in Horsh Tabet

Working Days and Hours: Monday until Saturday, from 7:00 a.m. until 4:00 p.m.

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

Experience: 3- 5 years of experience in accounting or a similar field

Major Responsibilities:

- Handle journal vouchers, petty cash and drivers' cash collections
- Maintain financial records and update accounting systems
- Process invoices, payments and outstanding balances
- Record daily transactions and perform data entry
- Assist with tax filings, audits and compliance

Salary and Benefits:

- Package around $1,300 – 1,500
- NSSF

How to Apply:

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