

Accountant (Zahle, Beqaa, Lebanon)

Job Description

(Full Time, Entry level, Industrial manufacturing)

We are currently seeking an accurate, experienced, and thorough accountant to join our rapidly growing company. In this role, you will demonstrate your expertise in a variety of accounting practices, including accounts receivable and payable. To succeed in this position, you will be highly accurate and efficient—adding value to the accounting team and upholding our firm's exceptional reputation.

Duties and Responsibilities

- Manage all accounting transactions
- Interact with clients on the phone, email, and in-person
- Generate invoices, purchase orders, billing statements and reports
- Help with monthly, quarterly, and annual closings
- Monitoring spending and budgets
- Tracking payments to internal and external stakeholders
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Help in reporting on the company's financial health and liquidity
- Comply with financial policies and regulations
- Reinforce financial data confidentiality, data backups, and adequate Bookkeeping
- Uphold the excellent reputation of our firm
- Maintain constant communication with the senior accountant and our clients
- Work collaboratively with other team members to achieve shared goals

Accountant Requirements and Qualifications

- BSc in Accounting, Finance or relevant field required
- Minimum 1-year experience as an accountant or bookkeeper in a corporate setting
- Exceptional computer skills, including Microsoft Office and databases
- Superior math skills and an analytical mind
- Consistent, accurate, thorough, and detail-oriented
- Exceptional organizational skills and aptitude for numbers
- Outstanding communication skills, written and verbal
- Excellent customer service and interpersonal skills
- Polished phone and email etiquette
- Ability to thrive in a deadline-driven environment

Additional Qualifications

- Corporate and personal tax experience is a plus
- CPA or CMA, is a plus
- Familiarity with Soft-plus and financial statements