

ELIE SAAB

Job Description Junior Accountant

Function	Support Function	Department	Accounting & Finance
Division	Finance	Location	Beirut Lebanon
Reports to	Senior Accountant	Position (s) Supervised	N/A
Date Reviewed	June 2021		

Job Scope	The Junior Accountant is responsible to handle general daily accounting transactions while maintaining a high level of accuracy. She/he will participate in implementing the monthly closing checklist.
Main Duties and Responsibilities	• Monitor daily bank situation by preparing journal entries and reconciling accounts based on cash flow movement. • Monitor and follow up on cash flow collections. • Handle the supplier invoicing and ensure timely transactions. • Prepare the provision on purchase expenses. • Check invoices and ensure that the policy is implemented accurately. • Prepare the ageing reports for accounts payable. • Update vendor payments. • Create and follow a comprehensive checklist for upcoming installments and supplier follow up. • Handle petty cash expenses and ensure the precise process implementation. • Check and register all documents related to corporate cards and prepare the related expense form. • Monthly follow up on receivables accounts. • Check sales invoices & receipts issued on daily basis. • Close entries of promotional products. • Reconcile and project VAT payments. • Maintain a clear archiving process for all accounting records. Perform other job-related tasks as needed.

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Position Requirements	
Education	Bachelor's Degree in Accounting or Finance.
Required Certificates	N/A
Experience	0 – 3 years of relevant experience; preferably in the Luxury Fashion Industry.
Competencies	• Team player, flexible and adapt to changing environments. • High sense of confidentiality and work ethics • Results oriented. • Good communication skills. • Attention to details.
Additional Requirements	• Fluency in spoken and written English, French and Arabic • Good computer skills and command of Microsoft Office (Excel, Outlook, Word and Power Point) • Experience with Navision and SAP software is a plus.

Employee
Signature

Line Manager
Signature

Human Resources
Signature

This job description reflects the present requirements of the position.

As duties and responsibilities change the job description will be reviewed and subject to amendments in consultation by the management.