



## ELIE SAAB

### Job Description

#### Senior Accountant

<b>Function</b>	Supportive	<b>Department</b>	Accounting
<b>Division</b>	Finance & Accounting	<b>Location</b>	Beirut, Lebanon
<b>Reports to</b>	Accounting Supervisor	<b>Position (s) Supervised</b>	Accountant
<b>Date Reviewed</b>	July 2023		

<b>Job Scope</b>	<p>The Senior Accountant is responsible for managing the overall accounts payable and accounts receivable, as well as ensuring an accurate monthly and annual closing process. She/ he will be directly involved in forecasting &amp; budgeting and customer billing process.</p>
<b>Main Duties and Responsibilities</b>	<p><b>Accounting:</b></p> <ul style="list-style-type: none"><li>- Handle accounts payable (including payment terms confirmation) and accounts receivable for several entities while ensuring the whole process is followed up.</li><li>- Ensure business transactions are reported in accordance with generally accepted accounting principles (IFRS).</li><li>- Responsible for the annual audit process including the draft of the financial statements and related notes.</li><li>- Analyze monthly financial statements and report on variances to the Direct Manager.</li><li>- Support budgeting and forecasting activities by providing financial expertise and recommendations.</li><li>- Maintain account balances and bank statements up to date with relevant supporting documents.</li><li>- Manage general ledger and implement month-end and year-end closing processes.</li><li>- Maintain accurate records of fixed assets in alignment with the company's policy.</li><li>- Manage and oversee social and fiscal tax compliance while keeping track of old database with continuous update and follow up.</li><li>- Actively participate in inventory management and stock valuation, including preparing stock depreciation reports.</li><li>- Control and manage daily, weekly, and monthly cash flow in alignment with Direct Manager for several entities.</li><li>- Initiate suggestions and improvements to current work process and procedure.</li><li>- Participate in the implementation of the accounting system and software and raise recommendations for improvement.</li></ul> <p><b>Team Leadership and Collaboration:</b></p> <ul style="list-style-type: none"><li>- Provide guidance and support to the accounting staff.</li><li>- Collaborate with cross-functional teams, such as finance, legal, human resources, and procurement, to ensure accurate and timely financial reporting.</li><li>- Build and maintain relationships of trust with all stakeholders.</li></ul> <p><b>Projects:</b></p> <ul style="list-style-type: none"><li>- Assist in special projects, process improvements, and system implementations as required.</li><li>- Provide support with office facilities and maintenance, when needed.</li></ul> <p>Perform other job-related tasks.</p>



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Position Requirements	
<b>Education</b>	BA in Accounting; Finance or Economics
<b>Required Certificates</b>	
<b>Experience</b>	6 years plus of Experience
<b>Competencies</b>	<ul style="list-style-type: none"><li>- Advanced accounting technical skill</li><li>- Very good command of accounting software</li><li>- Good sense of numbers with reasonable speed</li><li>- High analytical and problem solving</li><li>- Advanced communication &amp; negotiation skills</li></ul>
<b>Additional Requirements</b>	<ul style="list-style-type: none"><li>- CPA Certificate is a plus.</li><li>- IFRS certificate is a plus.</li><li>- Luxury Fashion industry experience is a plus.</li></ul>

**Employee**  
*Signature*

**Line Manager**  
*Signature*

**Human Resources**  
*Signature*

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*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.*