

Junior Accountant- Mobile Arts

Mobile Arts is an established global provider of truly high-tech solutions to Mobile Operators

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

Experience: 2-3 years of experience

Major Responsibilities:

- Process all types of accounting & financial transactions in form of daily Journal Entries
- Issue Invoices from accounting and inventory system
- Process supplier invoices in accounting & inventory system
- Process Bank transactions
- Handle Accounts reconciliations (Banks, Clients, Suppliers, inter-company)
- Prepare reports

Additional Requirements:

- Well versed in using Accounting & Inventory Management Software
- Good knowledge of Lebanese Taxation & NSSF regulations
- Good knowledge of GAAP & IFRS
- Previous experience in Auditing Firm

How to Apply:

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