

## **Junior Accountant**

*A reputable company in Dbayeh, Lebanon*

Working Days and Hours: Monday to Friday from 8:30 a.m. until 5:00 p.m. Half day on Saturday

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

Work Experience: 2 – 4 years of experience. Experience in Dolphin Software is necessary.

### Major Requirements:

- Assist in tax filings, audits, and ensure compliance with regulations
- Maintain organized financial records and update accounting systems
- Process invoices, payments, and monitor outstanding balances
- Enter Data, handle invoicing, costing & supplier follow-up
- Maintain accurate records of daily financial transactions

Salary: \$800 - 850

### How to Apply:

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