

Accountant

Insurance Broker Office

Location: Rawche

Working Days and Hours: Monday until Friday; From 8:30 a.m. until 4:30 p.m.

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

Experience: fresh graduates are accepted. Previous experience in accounting and insurance is a plus.

Major Responsibilities:

- Managing accounting functions (general ledger, accounts payable, accounts receivable)
- Managing monthly closing of financial records and posting of month end information; ensuring accuracy of financial statements.
- Providing accounting assistance to staff

How to Apply:

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

Ext. 7801, 7802