Accountant- Coregroup

Coregroup Lebanon is a premier provider of integrated business solutions, specializing in a range of services from management consulting and technology implementation to outsourcing and digital transformation

Location: Lebanon - Badaro
Major: degree in Accounting, Finance, Business Administration, or any related field
Experience: 3-5 years of experience
Major Responsibilities:

- Support the preparation of monthly financial statements, managing budgets and actuals.
- Oversee accounts payables and receivables, bookkeeping, and cash flow management.
- Prepare on-time and accurate tax returns for the business (UAE VAT experience is a plus).
- Review clients and control account reconciliations and propose adjustment entries.
- Prepare statutory financial statements in accordance with reporting deadlines.
- Ensure adherence to accounting policies.
- Monitor and support the implementation of audit recommendations.
- Support day-to-day Treasury/Cash operations.
- Maintain and review monthly the company balance sheet and ensure reconciliations are signed off.
- Provide support to the Finance Manager in the preparation of monthly reports and presentations.
- Support yearly budget preparation and monitor monthly actual spending.
- Support the development and implementation of financial strategies to align with the overall business strategy.
- Work closely with the media buyer to achieve our quarterly targets.
- Track all the brand's assets (YouTube, Facebook, TikTok, Snapchat) and monitor performance.
- Facilitate communication between the team and other internal teams.

Additional Requirements:

- Good knowledge of accounting principles and practices.
- Ability to build accounting and financial operations from scratch.
- Proficient in Excel & Google Sheets.
- Knowledge and experience with Silicon/Equal Pro is a plus.

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