

Financial Accounts Coordinator and Accountant – OMT

A leading provider of money transfer, payments and governmental services in Lebanon

Location: Badaro - Beirut, Lebanon

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

1- Financial Accounts Coordinator

Experience: 2-3 years of experience in the Banking Sector

Major Responsibilities:

- Controls & reconciles daily transactions of accounts related to banks OMT and external parties
- Reconciles card transactions accurately and efficiently
- Monitors and manages payment processing systems
- Resolves card-related issues with third parties upon need
- Keeps up-to-date with changes in card regulations and standards
- Modifies limits and daily parameters for cards
- Executes settlements, claims and refunds charges as requested
- Coordinates with branches, Contact Center and AML & Compliance on inquiries regarding client's transactions
- Settles daily Wallet transactions for merchants and billers

Additional Requirements:

- Experience in accounting, control and accounts reconciliation
- Knowledge of accounting procedures, principles and audit standards

2- Accountant

Experience: 2-3 years of experience in accounting and audit

Major Responsibilities:

- Studies financial information and summarizes financial status
- Analyzes and audits financial statements
- Ensures there are no discrepancies in the accounting and financial data or figures
- Analyses financial risks and develops measures to reduce them
- Prepares and controls the trial balance and manages monthly financial statements and reports
- Interprets extracted financial reports, controls analyzed results & findings
- Receives audited financial reports & compares results to statements

Additional Requirements:

- Sworn Certified Public Auditor is highly preferable
- Expertise in audit, accounting or in handling technical accounting and financial reporting with high knowledge of internal control and audit frameworks, preferable in financial services or banking industry or audit firms

How to Apply:

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