

Junior Accountant- TotalCare

Family clinics, emergency rooms, and behavioral health working together

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

Experience: 1-2 years of relevant experience in accounting or finance

Major Responsibilities:

- Assisting with general accounting duties, such as financial reporting, journal entries, and reconciliations
- Processing bills for accounts payable, confirming accuracy, and ensuring prompt payments
- Helping with tasks related to accounts receivable, such as credit control, collections, and invoicing
- Processing purchase orders, confirming vendor invoices, and helping with inventory management in order to support the purchasing team
- Preparing financial accounts and reports assisting with the year-end and month-end closing processes
- Keeping current and accurate financial records
- Respecting business policies and accounting standards
- Working together with other divisions to guarantee efficient financial operations
- Keeping up of accounting rules and guidelines

Additional Requirements:

- Strong knowledge of accounting techniques and principles
- Knowledge of accounting software, such as Dolphin

How to Apply:

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