

Archive Officer, Payroll Specialist and Accounting Officer- Coral Oil

Coral Oil is Lebanon's Leading Fuel Importer

1- Archive Officer:

Major: degree in Computer Science, Computer Engineering, or any related field

Experience: 0-2 years of experience

Major Responsibilities:

- Organize and arrange archival material in alphabetical and chronological order.
- Ensure that the company's records are clearly and easily accessible for retrieval.
- Preserve archival documents in good conditions.
- Create, organize and store digital files efficiently.
- Provide research assistance in the use of archival material to different departments.

2- Payroll Specialist:

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

Experience: 3-4 years of proven experience as a Payroll Specialist, or similar role

Major Responsibilities:

- Prepare monthly payroll data using company software
- Prepare monthly employee benefits records: schooling, transportation, NSSF, and enter these data into the system.
- Assist in the monthly NSSF declaration
- Manage employees' files on the system and enter the related details
- Assist in handling NSSF employee registration & resignation
- Stay updated on changes in Lebanese labor laws, tax regulations, and NSSF requirements
- Maintain meticulous and up-to-date records related to payroll transactions, deductions, and withholdings.
- Ensure the payroll system's data accuracy and consistency through regular reviews.

Additional Requirements:

- Thorough understanding of Lebanese labor laws and tax regulations.
- Proficient in the use of payroll software and MS Office, especially Excel.

3- Accounting Officer:

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

Experience: 1-3 years of working experience in a related field

Major Responsibilities:

- Post and process Journal Entries and ensure transactions are recorded accurately and on time
- Check accuracy of invoices
- Update accounting data in ERP to ensure that information is accurate and available whenever needed
- Assist the Accounting Supervisor in the preparation of the monthly and yearly end closing
- Post and process AP/AR invoices and ensure transactions are recorded accurately and on time
- Perform bank reconciliations on a timely manner

How to Apply:

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

Ext. 7801; 7802