

Job Title: Senior Accountant
Company: Prisma Invest Holding
Location: Beirut
Status: Open

Job brief

We are looking for an experienced **Senior Accountant** to oversee General Accounting operations by controlling and verifying our financial transactions.

Senior Accountant responsibilities include reconciling account balances and bank statements, maintaining general ledger and preparing month-end close procedures. A successful **Senior Accountant** combines excellent analytical skills with a thorough knowledge of accounting principles to analyze financial reports and forecasts. The ideal candidate has also experience collaborating and/or managing a team of accountants and junior accountants. **Senior Accountant** duties also include ensuring accuracy and effectiveness in all of our accounting tasks.

The **Senior Accountant** is a team member of the Finance & Administration Department and reporting to the Support Service Manager.

Job Descriptions

- Verify, allocate, post and reconcile accounts payable and receivable
- Produce error-free accounting reports and present their results
- Analyze financial information and summarize financial status
- Spot errors and suggest ways to improve efficiency and spending
- Provide technical support and advice on Management accountant
- Review and recommend modifications to accounting systems and procedures
- Manage accounting assistants and bookkeepers
- Participate in financial standards setting and in forecast process
- Provide input into department's goal setting process
- Prepare financial statements and produce budget according to schedule
- Assist with tax audits and tax returns
- Direct internal and external audits to ensure compliance

- Plan, assign and review staff's work
- Support month-end and year-end close process
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Ensure compliance with GAAP principles
- Liaise with our Financial manager and Accounting manager to improve financial procedures

Job Requirement

- Proven experience as a financial controller, accounting supervisor, chief or senior accountant
- Thorough knowledge of basic accounting procedures
- In-depth understanding of Generally Accepted Accounting Principles (GAAP)
- Awareness of business trends
- Familiarity with financial accounting statements
- Experience with general ledger functions and the month-end/year-end close process
- Hands-on experience with accounting software packages, like FreshBooks and QuickBooks
- Advanced MS Excel skills including Vlookups and pivot tables
- Accuracy and attention to detail
- Aptitude for numbers and quantitative skills
- Excellent written and verbal communication skills
- Bilingual Arabic/ English.
- Strong organizational skills with the ability to multi-task
- University BS degree Accounting, Finance or relevant from a reputable Educational Institute
- Relevant certification (e.g. CMA or CPA) will be preferred
- Minimum 3-5 years' relevant experience