

**AMERICAN UNIVERSITY OF BEIRUT**  
**Career and Placement Services**  
**Student Affairs**

**JOB VACANCY FORM**

**Full-time**       **Part-time**       **Summer-Job**       **Internship**

**Job Title: Accountant**

**Application Deadline: 10/12/2011**

**Reference Number: 141111-3**

A leading Telecom company based in Lebanon with operations in the Middle East, Gulf and African Countries.

**TYPE:**  **Local**       **Regional**       **Multinational**

**INDUSTRIAL SECTOR: Telecommunication**

**Job Description**

**BRIEF JOB DESCRIPTION:**

1. Ensures accuracy and timeliness in payment amounts for reimbursement and that correct amounts have been released for company purchases.
2. Offers reports timely on all monthly financial information.
3. Helps controller in the daily banking requirements.
4. Ensures accuracy and timeliness in processing of positive pay transactions.
5. Ensures accuracy and timeliness in performing bank compliance activities monthly and quarterly.
6. Provides supports in budget and forecasting activities.
7. Supports overall department goals and objectives in collaboration with managers of other finance departments.
8. Supervises and appraises department work to expand more efficient procedures and facilitate resources without losing a high level of accuracy.
9. Assists staff accountants in dealing with non-routine reporting transactions.
10. To be charges with responding to inquiries from the Director of Finance, Controller and other managers regarding financial results, special reporting requests and the like.
11. Ensures clear and timely year-end audit in coordination with the controller.
12. To be responsible for taking supervision on the general ledger group to ensure all financial reporting.

**JOB LOCATION(S) – Country: Lebanon**

**DEGREE:**

BS       BA       BE       BBA  
 MS       MA       ME       MBA       MPH  
 PhD       Any Degree       TD       Undergraduate Student/ Degree not Necessary

**MAJOR/ EMPHASIS: Business Administration**

**WORK EXPERIENCE: minimum of 3 years Work Experience.**

**SKILLS:**

**Languages Skills: X English    X Arabic      X French (is a MUST) Other:**  
**Computer Skills: MS Office.**

**Other Skills:**

- Willing to re-allocate according to Project requirements
- Strong communicator / excellent written and oral communication skills
- Strong analytical skills
- Organized
- Strong work ethic
- Positive attitude
- Ability to handle pressure
- Excellent team-player and able to establish relations with persons of different backgrounds
- Ability to establish priorities, plan, coordinate and monitor own work plan

**Benefits include:**

Accommodation       Health Insurance       Return Ticket       Bonus  
 Laptop       Mobile Phone       Children's Education       Transportation  
 Lebanese NSSF

## How to Apply

Interested candidates may send their resume by email to: **Dr. Maryam Ghandour**  
([mg03@aub.edu.lb](mailto:mg03@aub.edu.lb)) specifying the job vacancy reference number: **141111-3**

**ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME WITH EVERY JOB APPLICATION; OTHERWISE, YOUR EMAIL WILL BE DISREGARDED.**

For further information, please do not hesitate to contact:  
*Dr. Maryam Ghandour*

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Website: <http://staff.aub.edu.lb/~websao/cps/index.html>*

**The job vacancies are for AUB students and alumni ONLY.**