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**JOB VACANCY FORM**

☑ Full-time

**Job Title:** Accountant for a major Steel Corporation in The Republic of Angola - Africa

**Application Deadline:** 28/05/2014

**Reference Number:** 190514-16

**Company Description**

**TYPE:** Multinational

**INDUSTRIAL SECTOR:** Steel Trade & Manufacturing in the Republic of Angola - Africa

**BRIEF FIRM PROFILE/DESCRIPTION:**
leader of steel distribution destined to civil construction in Angola and has been in the market for the past 2 decades.
Also has a production unit for the steel cut and bend.
part of a group also involved in Real estate development

**Job Description**

**BRIEF JOB DESCRIPTION:**

- Maintain general accounting of daily transactions (suppliers invoices, supplier payments, customer etc.
- Prepare of Monthly and Quarterly reports (Cash flow, Income statement, Balance sheet)
- Analyze daily banking transactions and journal entries
- Prepare sales reports into excel spread sheet for analysis
- Verify and reconcile contracts, orders, and vouchers, and prepare reports to substantiate individual transactions prior to settlement.
- Review, investigate, and correct errors and inconsistencies in financial entries,
documents, and reports
- Provide advice and assistance and early warning of such problems as cost over-runs, excessive charges, and potential penalties
- Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports
- Secure financial information by completing data base backups.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements
- Other duties may be assigned

JOB LOCATION(S):
City: Luanda
Country: The Republic of Angola – Africa

DEGREE:
☑ Bachelor □ Master □ Doctoral Degree
□ Undergraduate Student/ Degree not Necessary □ Teaching Diploma

MAJOR/ EMPHASIS: Accounting

WORK EXPERIENCE: Necessary

SKILLS:
Languages Skills: ☑ English / French is a plus. Portuguese is a plus
Computer Skills:

Other Skills:
- Trustful with high ethical values
- Hard worker and dynamic. Ability to work under pressure. Flexible in working hours
- Strong Organization skills and Time Management
- Ability to detect errors

SALARY
Basic Salary Range: USD 2,000
Other benefits include:
☑ Accommodation ☑ Health Insurance ☑ Return Ticket □ Bonus
□ Laptop ☑ Mobile Phone □ Children’s Education ☑ Transportation
□ Lebanese NSSF ☑ Food Allowance

WORKING DAYS: MONDAY TIL SATURDAY

WORKING HOURS:

How to Apply
Interested candidates may send their resume and cover letter by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: 190514-16
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ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME AND COVER LETTER 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://www.aub.edu.lb/sao/cps/Pages/index.aspx

The job vacancies are for AUB students and alumni ONLY.