JOB VACANCY FORM

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

Job Title: Counter Clerk

Application Deadline: As soon as possible

Reference Number: 081113-2

Company Description

TYPE: Local  Regional  Multinational

INDUSTRIAL SECTOR: Financial Services

BRIEF FIRM PROFILE/DESCRIPTION:

Founded in 1998, being Western Union accredited agent and holding the largest agent network in the country ‘over 900 locations’, our company is the pioneer provider of financial services with a leading market position in Lebanon.

Our company is continuously growing its portfolio of services and this with always one goal, facilitating our client’s life by meeting the market needs and preserving the highest service quality. Today our company offers a wide bundle of services ranging from money transfer to payment services in addition to business-to-business services.

Throughout the years, our company has succeeded in establishing solid and trustful relations with its clients, partners and agents in Lebanon and across the globe. It has thus managed to strategically position its brand around important values such as Convenience, Quality and Human Bonds.

Job Description

BRIEF JOB DESCRIPTION:
- Receive & control payment by cash & check from clients
- Pay companies’ bills by cash & checks
- Issue payment vouchers & receipt vouchers
- Count money in cash drawers to ensure that amounts are correct
- Check & enter accounting records into the system
- Prepare journal vouchers
- Communicate continuously with our company’s agents & customers upon specific operational accounting requests & resolve complaints
- Carry out daily, weekly & monthly bank & systems reconciliations
- Follow up with clients & generate corresponding reports

**JOB LOCATION(S):**
City: Beirut Country: Lebanon

**DEGREE:**
- [X] Bachelor □ Masters □ Doctoral Degree
- □ Undergraduate Student/ Degree not Necessary □ Teaching Diploma

**MAJOR/ EMPHASIS:** Business Accounting, Audit, Finance or equivalent

**WORK EXPERIENCE:** At least 6 months of cash management or related experience

**SKILLS:**
Languages Skills: [X] English Arabic French Other:

Computer Skills:
- Good knowledge in Excel

Other Skills:
- Knowledge of Accounting principles & practices
- Attention to details & accuracy
- Communication skills
- Confidentiality

**Reporting Lines:**
- Direct Supervision: Accountant Supervisor
SALARY
Basic Salary Range:
Other benefits include:

- Accommodation
- Laptop
- Lebanese NSSF
- X Health Insurance
- □ Mobile Phone
- X Children’s Education
- □ Return Ticket
- □ Laptop
- □ Mobile Phone
- □ Return Ticket
- □ Laptop
- □ Mobile Phone
- □ Return Ticket

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: 081113-2

If you wish to be removed from the mailing list of Career and Placement Service, Student Affairs, click on the following hyperlink: http://tinyurl.com/CPSunsubscribe and fill the necessary information.

ALL APPLICANTS SHOULD ATTACH THEIR UPDATED RESUME WITH A PHOTO PASSPORT; OTHERWISE, YOUR EMAIL WILL BE DISREGARDED.

For further information, please do not hesitate to contact:
Dr. Maryam Ghandour
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Career and Placement Services
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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.