

 SWITCH GROUP  ATALIAN	Atalian Switch Group S.A.L		
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	Job Description ACCOUNTANT <i>(Payables/Receivables Accountant/ VAT Accountant/Bank Relations Accountant)</i>		

Accountant	Job Profile Code	JD-A-00/12 02 15
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Title: Accountant
Job Status: FULL TIME

Salary Grid: DB **Code:** S2

Main Operational Responsibilities:

ORGANIZATIONAL FOCUS & SCOPE

- Updates job knowledge by participating in educational opportunities; reading professional publications.

INSTRUCTIONAL FOCUS & SCOPE

- Partly performs Stock/Warehouse(s) management:
 - *Spot checks on all the warehouse(s).*
 - *Reconciles the stock on a weekly basis.*
- Assists in preparing Annual Budgets and Targets for the Company.

EXECUTIVE FOCUS & SCOPE

- Ensures all of the below are entered on a daily basis, excluding advanced entries such as provisions, loans, depreciation, salaries, etc., such as :
 - JV: Journal Voucher
 - PV: Purchase Voucher
 - RV: Return Voucher
 - SI : Sales Invoice
 - CN : Credit Note
 - DN : Debit Note
 - IO : Stock In-Out
 - TR : Stock Transfer
- Ensures that Supplier Reconciliation is completed on a monthly basis, including but not limited to:
 - *Prepare supplier payments based on the Agreed Payment Terms.*
 - *Schedule and agree with all suppliers for the payments to be on a certain fixed date.*
- Constantly follows up on collections from clients.
- Corrects errors by posting adjusting journal entries.
- Maintains accounting controls by following policies and procedures; complying with local financial legal requirements.

RESOURCES FOCUS & SCOPE

- Ensures that all company resources are being utilized efficiently minimizing waste.

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ETHICS / BEHAVIORAL FOCUS & SCOPE

- Is Discrete and Confidential.
- Respects all cultures in the Company.
- Remains neutral with regards to any Political and Religious affiliation.

Tools & Skills needed for the job:

- Being Deadline-Oriented.
- Having excellent Reporting Skills.
- Paying attention to detail and being thorough.
- Having the ability to work as part of a team.
- Having the ability to work under pressure.
- Being objective.
- Managing one's own time.

Essential Educational Background & Experience:

- BA or Certificate of Accounting from an Accredited Institution.
- Entry level of work-related skill, knowledge, and/or experience is needed for these occupations.
- Possesses accounting knowledge as per the Lebanese law, Accounting Law, Labor Law, etc.
- Possesses General Math Skills.
- Possesses Intermediate knowledge in Computer Skills such as PIMS Accounting Software.
- Intermediate knowledge in Microsoft Office.
- Fluent in English and Arabic.

Competencies' Prerequisites			
Soft		Domain/Technical	
Competencies Required	Level Expected	Competencies Required	Level Expected
COMMUNICATION	L2		
LEADERSHIP	L2		
DECISION MAKING & PROBLEM SOLVING	L2		
CUSTOMER FOCUS	L2		

Date of this Profile's Signature:

Profile Completed by:

Manager's Name:	Job Holder's Name:	HR Rep. Name:
Manager's Signature:	Job Holder's Signature:	HR Rep. Signature:

CC: PERSONNEL FILE (HR)