

	ATALIAN SWITCH GROUP SAL	
	Doc Ref: HR-01A-08	Revision Date-1- 16/2/2015
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Job Description		

Senior Accountant	Job Profile Code	JD-SRA-00/05 05 21
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Title: Senior Accountant
Job Status: FULL TIME
Reports to: CHIEF ACCOUNTANT

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).*
 - *Analyzes the stock reconciliations after completion and reports to Management the findings and potential improvements.*
- Assists in preparing Annual Budgets and Targets for the Company.

EXECUTIVE FOCUS & SCOPE

- Ensures all of the below are entered on a daily basis, such as :
 - JV: Journal Voucher
 - CN : Credit Note
 - PV: Purchase Voucher
 - DN : Debit Note
 - RV: Return Voucher
 - IO : Stock In-Out
 - SI : Sales Invoice
 - TR : Stock Transfer
- Ensures that Supplier Reconciliation is completed on a monthly basis, including but not limited to:
 - *Prepares supplier payments based on the Agreed Payment Terms.*
 - *Schedules and agrees 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.
- Performs monthly routine entries into the accounting system including depreciation, interest, insurance, management fees, etc.
- Assists in monthly and year end reconciliation and analysis, including bank statements, and general ledger accounts and updating related schedules
- Ensures that all PQs are recorded in our books on a monthly basis
- Issues sales invoices and collects dues on a monthly basis
- Monitors monthly the department process and ensures transactions are within Group policy guidelines
- Assists on Quarterly VAT declaration
- Assists on group reports (PL, cash flow, BS, . . .) monthly
- Prepares Fixed assets files on monthly basis
- Ensures that aging reports are accurate and similar as TB on a monthly basis
- Meets audit requirements on a quarterly basis
- Updates Cash Flow Reports on a monthly basis

RESOURCES FOCUS & SCOPE

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

ETHICS / BEHAVIORAL FOCUS & SCOPE

- Be Discrete and Confidential.
- Respect all cultures in the Company.
- Always neutral with regards to any Political and Religious affiliation.

SKILL SET

- 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 excellent knowledge in Computer Skills such as PIMS Accounting Software.
- Excellent knowledge in Microsoft Office.
- Fluent in English, French and Arabic.

Competencies' Prerequisites			
Soft		Domain/Technical	
Competencies Required	Level Expected	Competencies Required	Level Expected
COMMUNICATION	L3		
LEADERSHIP	L3		
DECISION MAKING & PROBLEM SOLVING	L3		
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:

Approved By:

Date: