

## Job Description

<b>Job Title</b>	Executive Accountant
<b>Job Category</b>	Accounting Department
<b>Reporting to</b>	Accounting Manager
<b>Location</b>	Mkalles Industrial District
<b>Working days</b>	5 days a week ( Monday-Friday) from 9:00 am to 6:00 pm
<b>Main Focus</b>	Oversee, manage and structure all accounting activities of the holding company and its subsidiaries

### Work Relations and Reporting Process

- Work closely with the team on daily tasks, and report to concerned supervisor and ensure daily work coordination
- Work closely with the Accounting Manager / Internal Auditor regarding cash transactions, petty cash and other financial matters.

### Duties and Responsibilities

- Analyze liability, asset, and capital accounts by compiling data and required documentation
- Comply with all legal requirements and legal regulations
- Interpret new and existing legislation
- Handle payroll entries, including NSSF and tax calculations
- Reconcile regularly P&L accounts with the system, and coordinate with related parties to make sure figures are accurate and entered correctly
- Maintain and develop the Standard Operating Procedure (SOP) manual for accounting policy and regulations
- Create financial statements
- Guide junior and senior accountants and other staff by answering questions and coordinating informational classes
- Assign tasks to accounting team members, and follow up on their progress.
- Follow a working schedule to meet internal and external reporting requirements.

- Play a vital role in the company's financial management which includes all account reconciliations and reporting to necessary parties
- Oversee expense and revenue entries on accounting system
- Keep a complete set of updated and easily accessible supporting documents (invoice, receipt, statements of account) by coordinating and following up with team members or contacting suppliers and customers
- Perform continuous inventory checks to maintain accurate inventory count
- Work with an analytical mindset to spot any opportunity or risk in the business and report it to management
- Follow up and submit timely and accurate reports to investors and grantors
- Additional accounting duties as needed

### Qualifications and Requirements

- **Academic B/G:** Minimum BA with emphasis on accounting
- **Experience:** 8 years of experience in similar role
- **Languages:** Arabic, English
- **IT Skills:** Excel / Accounting Software/ Microsoft CRM & ERP
- **Characteristics:** Detail oriented, well organized, sociable, communication skills, able to perform under pressure. Properly deals with stakeholders (suppliers, employees, etc...)
- Advanced understanding of accounting principles
- Issue a complete set of financial statements
- Perform NSSF calculations and submissions
- Experience working with intercompany transactions and reconciliation in preparation for audit
- Working knowledge of corporate tax filing and tax compliance

### Responsibilities Related to Internal Control System

The organization's internal control system is comprised of a set of rules, policies, and procedures that FabricAid implements to provide reasonable assurance that:

1. Its financial reports are reliable,
2. Its operations are effective and efficient,
3. Its activities comply with applicable laws and regulations.

The organization's board of directors, management, and all personnel are responsible for the internal control system. Thus, the Accountant is also responsible for ensuring internal control and non-compliance will result in direct dismissal.

## **Confidentiality**

All documents are confidential and should not be shared with a third party without the consent of the General Manager and Finance Manager.

## **Job Application**

Interested candidates are asked to send an updated CV and a cover letter expressing their interest and qualifications to Ms. **Jana Oueini the HR Manager** at the following email address: **[jana@fabricaid.me](mailto:jana@fabricaid.me)** Please mention the position title in the subject of your email.