

## Job Description: Accountant

### Who We Are:

FabricAID aims to establish a socially and environmentally conscious value chain for the apparel industry by optimizing the **collection, sorting, upcycling, and resale** of second-hand clothes through **socially conscious and sustainable brands**. We are considered one of the world's fastest-growing social enterprises with 7 brands across Lebanon, Jordan and now opening in Egypt. Having raised over 2,1 million US dollars and grown revenues five times in 2021, we have collected 700,000 items and sold 400,000. Our circular model gives a new purpose to unwanted products and **limits the socio-economic and environmental damage of fashion** predominantly by offering decent clothing at **extremely affordable prices** to marginalized communities through a **dignified shopping experience**. We espouse the values you can bring to our team and hope to share and offer you ours in return. If you were to join us, all we can tell you is you won't regret it.

### Job Identification:

<b>Job Title</b>	Accountant	<b>Location</b>	Mkalles Industrial District
<b>Position</b>	Associate	<b>Country</b>	Lebanon
<b>Department</b>	Accounting	<b>Working Hours</b>	9:00 am to 6:00 pm
<b>Reporting to</b>	Accounting Manager	<b>Working Days</b>	Monday to Friday

### What We Offer:

If you are looking for a job with **purpose** and an organization where you feel you **belong**, with us, your aspirations will come true. Venturing into this journey and becoming part of our evolution will bring a different perspective to the person you are today. By learning new skills, engaging with our large team, you can become part of our big family. Whether you are interested in impact, supply chain, retail, re-fashion or upcycling, we offer a variety of career opportunities and you can find your place in one of our departments. Other than a **nurturing culture and diverse set of opportunities at FabricAID we offer you growth**, in 4 years we grew from an idea to a company that employs more than 100 employees across several countries. **We invite you to grow with us.**

### What You Will Be Doing:

- 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:

- Enter expense and revenue entries on accounting system
- 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 (time period and accurate information)
- Maintain suppliers list
- Maintain accounting records up to date and easily accessible
- Contact suppliers to make sure FabricAid has all necessary documentation (invoice, receipt, statements of account)
- Maintain accounting files, document, and prepare required accounting reports
- 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
- Additional accounting duties as needed

### What You'll Need as Qualifications and Requirements to Succeed:

- Academic B/G: Minimum BA with emphasis on accounting
- Experience: 3-5 years of experience in similar role
- Languages: Arabic, English
- IT Skills: Excel / Accounting Software
- Characteristics: Good with numbers and excel, Detail oriented, well organized, sociable, leadership skills, communication skills, able to perform under pressure. Properly deals with stakeholders (suppliers, employees, etc...)

### Perks and Benefits:

- Free access to psychological support during working hours
- Legal rights: 15 days annual leave and enrollment in social security
- 30% discounts on FabricAID retail concepts and upto 75% discounts on FabricAID services
- Full coverage for on duty transportation and phone bills

**How To Apply:** 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.

*Become Part of the Fabric of Giving*

