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| **Job Title** | Senior Accountant |  | **Reports to** | Finance & Investment Manager |
| **Department** | Finance & Investment | **Supervises** | N/A |
| **Section** | Accounting | **Level** | Contributor - Senior |

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| **Job Objective** |
| The Senior Accountant coordinates, and directs the accounting and related financial activities of NIIAR Holding and Branches. In this role, you will perform on-going and specialized accounting and finance assignments, usually involving complex data while exercising independent judgment as needed.The Senior Accountant will provide full scale accounting support for the property management team and will have a variety of routine and non-routine accounting functions with significant responsibility for the month-end close process and balance sheet review.The ideal candidate will have familiarity with commercial real estate/property management and operations, have strong quantitative skills, and will thrive in a fast-paced, entrepreneurial environment. |

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| **General Principles** |
| * Align your values with the Mission, Vision and Values of the corporation.
* Commit to the Core Corporate Values of the company reflected through behavior, work quality and results.
* Promote a professional image of the company in every aspect of the job both internally and externally and with colleagues, clients, partners, and suppliers to maintain the reputation of the firm.
* Maintain a high level of confidentiality throughout all aspects of current activities and any other activity related to the business.
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| **Main Tasks** |
| * Implement and adhere to policies and procedures for the Accounting function, including compliance of all company accounting standards.
* Assist Finance Manager in preparing and monitoring annual budget, monitoring revenue goals as well as generating various (weekly, monthly, quarterly and annual) business volume forecasts.
* Monitor and coordinate property plans of overall future objectives, including projection of revenue, cost, net income, cash position, cash management, and capital requirements.
* Prepare and submit monthly financial statements and supporting schedules that identify actual budget, variance and over/under based on the plan.
* Perform/monitor daily revenue audits for revenue generating departments.
* Analyze various accounting reports such as accounts receivable, accounts payable, inventory, various general ledger and monthly financial statements.
* Monitor and manage property cash flow and coordinates the appropriate timing of issuing payments to vendors.
* Prepare, coordinate and review the closing of year-end books and records with the Finance Manager.
* Review, prepare and record the quarterly tax on salaries declaration report, VAT quarterly declaration report , yearly income tax report, NSSF monthly and yearly report, and assuring that all requirements are met and submitted in accordance to the Lebanese legislation and deadlines.
* Lead on the identification of the needed accounting software and the relative accounting procedures.
* Manages both accounts receivable and accounts payable functions to include but not limited to: processing invoices, preparing statements, making payments, collections, reconciliation, and record keeping.
* Reconciles and audits petty cash, general bank account and cash banks.
* Follow up with Clients/Costumers and sales team on collection when needed.
* Coordinate research and resolution for all reconciliation issues in a timely manner.
* Prepare asset, liability, and capital account entries by compiling and analyzing account information.
* Document financial transactions by entering account information.
* Secure financial information by completing database backups and assuring accurate syncing on Dropbox.
* Identify and implement process improvements, we are a fast-growing company and consistently reinventing our processes to keep pace with our growth to ensure scalability.

*The dynamic business environment of the company might bring changes in job nature induced by new technology, new business lines, new regulations... The Company might require the jobholder to carry out additional tasks that he/she will be trained and coached on...*  |

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| **Qualifications** |

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| **Education** | * Bachelor’s degree in Accounting, finance and or Auditing.
* Certified Public Accountant (CPA) or progress towards attainment, is a plus.
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| **Experience** | * A minimum of five years prior accounting, finance or related experience required.
* 2+ years' in real estate, property management, or a closely related field.
* Experience with real estate accounting software preferred.
* Solid understanding of financial reporting requirements, budget planning and forecasting and accounting policies and procedures.
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| **Required Language** | * Professional proficiency in Arabic and English required.
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| **Skills Requirements** | * Excellent written and verbal communication skills.
* Must possess excellent analytical and organizational skills.
* Must be a team player and collaborator.
* Should have experience in a similar position with a background in basic bookkeeping, preferably within the property management industry.
* Extensive experience working within the MS Office Suite and specifically MS Excel.
* Ability to perform in a high volume deadline-driven environment.
* Understanding of property management in relation to financial accounting, recoveries, budgeting and forecasting.
* Ability to comprehend, analyze, and interpret complex documents & present information.
* Excellent Interpersonal and active listening skills.
* Establish course of action to accomplish goals and evaluates results, develops schedules and task assignments, uses resources effectively and efficiently.
* Flexible and mature approach with ability to work unsupervised.
* Experience in accounting software packages.
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| **Job Requirements** | * Ability to travel upon business requirements.
* Ability to work a flexible schedule remotely including evenings and weekends when needed.
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