



# ELIAS NAJEM

## Accounting Manager

[www.linkedin.com/in/elias najem-27b5a231](https://www.linkedin.com/in/elias najem-27b5a231)

+9613265883

Elie\_najem00@hotmail.com

Dekwaneh, Mar Roukouz Area,  
USJ Street, Badawi Group project  
Building N# 12, 3rd floor

### ► EDUCATION

- Master Diploma | MUC-Maten University Collage 2024 to 2024  
Computer Programming
- Bachelor in Business Administration | AUL, Sin El Fil 2004 to 2008  
Banking & Finance

### ► TECHNICAL SKILLS

- Financial Reporting
- Payroll Preparation
- Cash Flow Management
- Database Design
- Leadership
- Operating Systems: Windows
- Microsoft Office
- Software Installations

### ► LANGUAGES

- English
- French
- Arabic

### ► PROFILE

**Finance & Accounting Professional** with over 15 years of experience in financial reporting, compliance, and team supervision, combining deep expertise in daily journal entries, bank and account reconciliations, monthly/year-end closings, supplier invoice verification, fixed assets posting, and cash flow management. Proven ability to prepare accurate financial statements, ensure regulatory compliance—including Lebanese labor law, payroll tax calculation and declarations, and NSSF contributions & filings—and provide strategic financial insights to senior management. Skilled in payroll preparation, enhancing financial processes, and building strong cross-team relationships. Holds a BS in Business Administration and a Programming Mastery Diploma, blending financial expertise with advanced programming, database design, and cloud systems skills. Recognized for problem-solving, time management, leadership, and teamwork in dynamic business environments.

### ► WORK EXPERIENCE

#### Accounting Manager

NEAR EAST ORGANIZATION - NEO | July 2023 - Present

##### 1. Financial Statement Preparation:

- Prepare accurate and timely monthly, quarterly, and annual financial statements
- Ensure financial statements comply with internal policies and external regulations.

##### 2. Reporting and Analysis:

- Analyze financial data and trends to provide insights to management.
- Prepare variance analysis reports and explain significant variances between actual and budgeted results.

##### 3. Compliance and Audits:

- Assist with internal and external audits, providing necessary documentation and explanations.
- Make sure the company follows all necessary regulations and standards.

##### 4. Process Improvement:

- Identify and implement process improvements to enhance the efficiency and accuracy of financial reporting.
- Work with other departments to implement these improvements.

## TOP SKILLS FOR ACCOUNTING MANAGER

- Accounts payable.
- Banks.
- Accounts Receivable.
- Payroll.
- Accrual & Prepaid Expenses.
- Intercompany reconciliation.
- Fixed Assets.
- Quarterly and Yearly declaration (VAT declaration closing, NSSF yearly closing, and declaration, Payroll income tax).

### 5. Technical Accounting:

- Stay updated on new accounting rules and apply them as needed.
- Provide technical accounting guidance to the finance team.

### 6. Coordination and Support:

- Work closely with the finance team to ensure accurate and timely month-end and year-end close processes.
- Support budgeting and forecasting activities

## Medical Billing and Coding

TotalCare | January 2022 - June 2023

- Accurately and efficiently verify insurance eligibility and secure authorizations.
- Liaise between office managers and doctors to resolve insurance denials and adapt to policy changes.
- Post insurance payments, submit claims, and process appeals for companies including BCBS, Aetna, UHC...
- Contacted insurance companies for unresolved claims, served as a patient advocate and maintained ongoing follow-up.
- Send medical records via electronic portals/fax while protecting the confidentiality of patient information

## Senior Accounting Manager

Beirut Baptist School | January 2021 - December 2021

- Working on Dynamic nav system
- Prepared Financial reports and performed variance analysis in accordance with a business plan.
- Compiled periodic financial reporting packages with metrics for senior management.
- Carried out internal audits to ensure compliance and operational efficiency/accuracy.
- Maintained general ledger account reconciliations and bank reconciliations.
- Responsible for end-to-end financial operations, including procurement, payroll, petty cash and preparation of financial statements.
- Created new reporting formats, which improved the CFO's visibility of monthly financial activities. Top skills for Senior Accounting Manager: Inventory Count. Communicate with the external auditor

## Senior Accountant

Rymco - Rassamny Younis Motor Company SAL | July 2008 - December 2020

- Reconciling Cash, and Accounts Payables on a weekly basis and preparing confirmation letters as requested by the auditors
- Preparing and recording all daily journal accounting vouchers entries

- Monthly and yearly closing entries: prepaid expenses, accrued expenses, depreciation, etc. - Calculating social security contributions and declarations  
Handling the payables accounts
- Reviewing and reconciling all suppliers' invoices received with the related purchase orders and approvals before proceeding with payments
- Booking all purchase invoices in the accounting system and creation of stock items
- Weekly and monthly reconciliation of suppliers' accounts, and related transactions - Posting fixed assets on silver blaze system
- Controlling and revising journal voucher of junior accountant

### **Controller, Accounting Department**

Nobilis (Maison pour edition) | October 2007 - June 2008

- Controlling the process of receivables collection in Metn and Keserwan area  
(Responsible of a team of 10 employees)
- Generating Receivable related reports

### **Hardware and Network support officer**

Bright Way | January 2003 - September 2006

- Computer building and software installation
- Customer support and system troubleshooting
- Setting up and installing internet server for a workgroup
- Configuring internet server
- LAN Maintenance and troubleshooting