

Latin Patriarchate Schools

Latin Patriarchate Complex
P.O.Box 50697, Nazareth 16164
Tel.: 04-6565038, Fax: 04-6566213
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مدارس البطريركية اللاتينية

مجمع البطريركية اللاتينية

ص.ب. 50697 الناصرة 16164

هاتف: 04-6565038، فاكس: 04-6566213

The General Directorate of the Latin Patriarchate Schools in Israel is currently looking for qualified candidates for the current job post; **Financial Manager – Full time duty**, at the Directorate offices of the LPS GA in Nazareth, under the direct administrative supervision of the General Director of the Latin Patriarchate Schools in Israel, and under the functional supervision of LPJ Schools Controller and LPJ Director of Finance.

General Overview:

Under the supervision of the General Administration of the Latin Patriarchate Schools in Israel, the Schools Financial Manager will be responsible for LP schools' payroll data processing and calculations in compliance with the governmental regulations, and the Israeli Ministry of Education updates. S/he will be responsible for reconciliation of schools' tuition fees in Israel, with responsibility for periodically financial reports preparation as per the administration's requirements.

Responsibilities and tasks:

- Acts as a liaison between LPJ and the individual Schools' accountants in Israel
- Follow up the tuition fees records and schools expenses in LPJ's accounting system after receipt of documentation from individual schools
- Performs monthly reconciliation between tuition received and deposits
- Follow up schools contracts on LPJ's system
- Revise payroll on monthly basis and follow up any changes made over payroll in liaison with the payroll officer and outsourced services
- Follow up with external auditors of LPJ to comply with fiscal reporting requirements
- Follow up and comply with the Israeli Ministry of Education budget approval process and subsidies transfers to LP schools
- Revise employee time, production, and payroll data from time sheets and other records from LPS HR officer
- Reviews outsourced payroll file for accuracy, verifies attendance, hours worked, and pay adjustments, and post information to designated records
- Liaises with outsourced payroll company for issues pertaining to payroll matters, tax issues, benefit plans, and collective agreement provisions
- Manages daily operations of the schools' accountants, ensuring completeness and accuracy of financial information
- Designs and manages an effective internal control structure, ensuring compliance LPS's policies and regulations and facilitating the daily operation of the schools
- Coordinates and produces budgets, ensuring schools' compliance with the set budgets, compares budget with actual figures and variances analysis
- Produces different types of reports and analyses for internal and external users on monthly, quarterly, semi-annually, annually and other basis
- Supervises and reviews the whole financial cycle in the schools (journal entries registration, receipts, payments, reconciliations, and reporting)

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- Prepares and advises on development projects and strategic goals in conformity with the institution vision and mission statements
- Manages and controls expenses in the schools in full compliance with the LP Schools standard operating procedures
- Protects LPJ's value by keeping information confidential
- Performs other related duties as assigned by supervisor

Requirements:

- Bachelor's degree in Accounting or Finance
- Israeli CPA and/ or MA degree
- Proven 5+ years of relevant work experience, as financial manager, auditor, or similar role
- Excellent English and Hebrew Language command.
- Hands on knowledge and work experience in accounting and payroll software systems

Competencies:

- Excellent communication skills (both oral and written).
- Analytical and Strong organizational skills.
- Data entry and analysis skills
- Attention to details
- Strong math skills with an ability to spot numerical errors
- Good knowledge of Israeli labor legislation
- Experience in software, MS. Office and Bisan software.
- Time-management skills, multi-task and excel in a deadline-oriented environment and under pressure.
- Ability to work effectively both independently and as part of a team.
- Capacity to work in a multi-cultural environment.
- Integrity and strong identification with LPJ Core Values.
- Valid driving license.

All applications will be handled in strict confidentiality. A cover letter along with a curriculum vitae should be submitted in English no later than **October 10th, 2021** only by email at:

lpsih@lpj.org

Only short listed candidates will be contacted