



The Latin Patriarchate of Jerusalem is currently looking for qualified candidates for the position; **Endowments' Financial Coordinator – Full Time Duty**, under the direct supervision of the Endowments Department at the HQ offices in Jerusalem.

#### General Overview:

Under the supervision of the General Administration of the Latin Patriarchate of Jerusalem, reporting directly to the Head of Endowments Department, and functionally to the Endowments' Officer, the coordinator is responsible for dealing with the financial aspects of the tenants' signed contracts with the Patriarchate, and keeping up-to-date adequate database of the mentioned contracts and their financial aspects and management. That includes, but is not limited to, revenue recognition, billing, collection, positive confirmations.

#### Responsibilities and tasks:

- Records new contracts and updates the existing ones that have financial impact and ensures that the necessary information is delivered to the financial department and reflected on the revenue recognition cycle.
- Monitors the financial side of all contracts, whether current or expired and/or contracts for properties handed back to the Latin Patriarchate.
- Responsible for the billing process of the tenants, including delivering timely payment requests based on the adequate accrual dates.
- Follows up any overdue payments and conducts periodic follow up to make sure that those amounts are collected with the financial department.
- Regularly follows up the tenants' overdue payments and the NSF checks and collects the debts on timely basis.
- Issues the positive confirmations for the tenants and receives the signed documents for all the valid contracts, including affirming the accuracy of the related balances.
- Communicates with official governmental departments to facilitate the transactions of the Endowments Department and obtain the required documents and/or any other requested task as instructed by the Endowments' Officer.
- Gives attestation in all the related courts regarding any case raised by or against LPJ as instructed by the head of endowments department.
- Prepares any requested reports by the direct supervisors related to the scope of work and other related matters.
- Performs all required duties and tasks in compliance with strict confidentiality and professionalism.
- Performs miscellaneous delegated job-related tasks when requested.
- Protects LPJ's value by handling and keeping information confidential.
- Updates job knowledge by participating in educational opportunities.

#### Requirements:

- Bachelor's degree in Business Administration, real estate administration, and or any related field.
- Proven 3 years of relevant work experience.
- Hebrew Language - Level III (both oral and written).
- Hands-on financial background and work experience.

#### Competencies:

- Excellent communication skills (both oral and written) in Arabic, English and Hebrew.
- Strong organizational and administrative skills.
- Strong data entry and analysis skills.
- Proficient experience with software, MS. Office and Outlook.
- Ability to manage time, multi-task, prioritize work and excel in a deadline-oriented environment.
- Strong team player, with ability to work independently as well as in a team setting.
- Integrity and strong identification with LPJ Core Values.
- Willingness to travel.
- 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 **Aug 26<sup>th</sup>, 2022** only by email at: [hr@lpj.org](mailto:hr@lpj.org)

Only short-listed candidates will be contacted.