



The Latin Patriarchate of Jerusalem is currently looking for qualified candidates for the current job post; Account Payable Officer – full time duty, to join the financial department under the direct administrative and functional supervision of the Director of Finance and the Treasurer at the HQ offices in Jerusalem.

**General Overview:**

Under the supervision of the Director of Finance and the Treasurer at the Latin Patriarchate of Jerusalem, the Account Payable Officer will be responsible for completing payments and controlling expenses by receiving, processing, verifying, and reconciling invoices, with segregation of the function under the functional responsible officer.

**Responsibilities and tasks:**

- Reconciles processed work by verifying entries and comparing system reports to balances under the supervision of the Treasurer.
- Reviews and records expenditures to the related accounts and cost centers by analyzing the related invoices.
- Pays vendors by monitoring discount opportunities; schedules and prepares checks; resolves purchase order, contract, invoice, or payment discrepancies and documentation; ensures credit is received for outstanding memos.
- Prepares and issues all kinds of payments for salaries, priests' stipends, projects, and for the operation of LPJ segments processed through checks and or bank transfers.
- Maintains accounting ledgers by verifying and posting account transactions.
- Verifies vendor accounts by reconciling periodically statements and related transactions.
- Maintains historical records by retaining and filing documents.
- Follows up LPJ's different bank accounts with frequent work visits to the banks.
- Accomplishes accounting and organizational mission by completing related results as needed.
- Discharges responsibilities in an ethical manner.
- Protects LPJ's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities.
- Performs other related duties as assigned by supervisor.

**Requirements:**

- Bachelor's degree in Accounting or Finance, or equivalent.
- Proven 2-3 years of relevant work experience.

**Competencies:**

- Excellent communication skills (both oral and written).
- Analytical and strong organizational skills.
- 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 Israeli 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 **Nov 10<sup>th</sup>, 2024** only by email at: [hr@lpj.org](mailto:hr@lpj.org)

Only short-listed candidates will be contacted.