



The Latin Patriarchate of Jerusalem is currently looking for qualified candidates for the current job post; **Outreach Accountant – full time duty**, to join the financial department under the direct administrative and functional supervision of the Director of Finance, reporting directly to the Patriarchal Vicar for VMAS (Vicariate for Migrants and Asylum Seekers) and St. James Vicarite.

General Overview:

Under the supervision of the General Administration of the Latin Patriarchate of Jerusalem, reporting directly to the Director of Finance, with direct functional follow up of the Financial Reporting and Control Officer and the Treasurer, the Outreach Accountant will be responsible for managing the financial cycles for both Vicariates by posting receipts and resolving discrepancies pertaining to cash inflows, completing payments and controlling expenses by receiving processing, verifying and reconciling invoices pertaining to outflows and ensuring that LPJ / JV's GL reconciles with subsidiary accounts and bank balances.

Responsibilities and tasks:

Under Treasurer supervision,

- Posts contact payments by recording cash, checks, and credit card transactions.
- Posts revenues by verifying and entering transactions from lock box and local deposits.
- Updates receivables by totalling unpaid invoices.
- Maintains records by retaining invoices, debits, and credits.
- Verifies validity of account discrepancies by obtaining and investigating information from suppliers, donors, etc.
- Resolves valid or authorized deductions by entering adjusting entries.
- Resolves collections by examining contact payment plans, payment history, credit line.
- Summarizes receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying totals; preparing report.
- Reconciles processed work by verifying entries and comparing system reports to balances.
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports, recording entries.
- 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; issues stop-payments or purchase order amendments.
- 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.
- Disburses petty cash by recording entry, verifying documentation.

Under FRCO supervision,

- Prepares monthly bank reconciliations.
- Reconciles general ledger account with subsidiary accounts.
- Extracts general ledger information.
- Reconciles report discrepancies and problems.
- Reviews, balances, and interprets computer reports, and makes corrections.
- Prepares and maintains audit work papers and account analysis on an ongoing basis.
- Maintains an organized filing system for all accounting documents.
- Maintains a list of all fiduciary bank and investment accounts.
- Processes month end reports and check for accuracy.
- Reviews error reports and enter corrections.
- Verifies donors' restrictions and intentions according to programs.
- Prepares reports to donors on their contributions to projects and programs.
- Follows up and adheres to donor reporting pre requirements and adjust accordingly.
- Periodically prepares financial reports for management.
- Follow up the Vicariate relations with the bank.
- Visit the banks in a timely manner to facilitate the work required.



General:

- Protects LPS's value by keeping information confidential.
- Accomplishes accounting and organizational mission by completing related results as needed.
- Discharges responsibilities in an ethical manner.
- Updates job knowledge by participating in educational opportunities.
- Performs other related duties as assigned by supervisor.

Requirements:

- Bachelor's degree in Accounting and or Finance **ONLY**.
- Proven 2-3 years of relevant work experience.

Competencies:

- Excellent communication skills (both oral and written) in English and Hebrew.
- 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 **Oct 18th, 2025** only by email at: **hr@lpj.org**

Only short-listed candidates will be contacted.