The Latin Patriarchate of Jerusalem is currently looking for qualified candidates for the job post; Accountant – full-time duty, to join the treasury unit of the financial department under the direct administrative supervision of the Director of Finance and a functional supervision of the Treasury Manager and the Financial Reporting and Control Manager at the HQ offices in Jerusalem.

General Overview:
Under the supervision of the Director of Finance at the Latin Patriarchate of Jerusalem, the Accountant is responsible for ensuring that LPJ GL reconciles with subsidiaries. S/He will support the Treasury Manger and Financial Reporting and Control Manager in related tasks in support of completing payments and controlling expenses by receiving, processing, verifying, and reconciling invoices pertaining to outflows for specific centers. Recording various types of financial transactions of centers under the general administration as assigned by the direct supervisors.

Responsibilities and tasks:

- 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 accounts' receivable by totaling unpaid invoices.
- Maintains records by retaining invoices, debits, and credits.
- Verifies validity of account discrepancies by obtaining and investigating relevant information tenants.
- 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.
- Maintains historical records by retaining and filing documents.
- Disburses petty cash by recording entry; verifying documentation.
- Visits banks and centers as required and in a timely manner to facilitate deposits, collections, and other assigned financial transactions.
- Supports the Finance Department with accounting tasks related to projects and other relevant financial activities, as needed.
- Performs any other related accounting duties assigned by the Finance Department.
- Maintains confidentiality of financial and organizational information to protect LPJ's financial integrity.
- Performs all duties ethically in line with LPJ values, policies, and professional accounting standards.
- Contributes to achieving departmental objectives by undertaking related tasks as assigned by supervisor.

Requirements:

- Bachelor's degree in Accounting or Finance, or equivalent.
- Proven 2 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 14th, 2026** only by email at: **hr@lpj.org**
Only short-listed candidates will be contacted.