



Job Vacancy at Caritas Jerusalem: Accountant

Caritas Jerusalem (CJ), a humanitarian and development organization representing the socio-pastoral services of the Catholic Church in the Holy Land, is currently seeking highly qualified candidates for the position of Accountant.

Contract Period: 12 months with the possibility of extension(s)

Location: Jerusalem

Status: Full-time

Responsibilities:

- Record accounting transactions accurately in the accounting system.
- Complete database backups to secure financial information.
- Verify documentation and request disbursements for payment preparation.
- Assist in preparing special financial reports by analyzing and summarizing account information and trends.
- Document financial transactions by entering account information.
- Prepare reconciliations for projects.
- Conduct monthly bank and cash reconciliations.
- Analyze financial reports monthly and report on variances.
- Manage petty cash in the main office.
- Assist in documenting and monitoring internal controls.
- Perform other duties as required by the direct supervisor within the scope of your job duties.

Required Education and Competencies:

- Bachelor's degree in accounting.
- Strong understanding of accounting theory.
- Fluency in oral and written English and Arabic.

- Highly detail-oriented and organized.
- Ability to meet assigned deadlines.
- Excellent communication and interpersonal skills.
- Ability to work independently with minimal daily direction.
- Proficiency with email and Microsoft Office applications.
- Ability to collaborate with all levels of employees, management, and external parties to maximize performance, creativity, problem-solving, and results.
- Deep commitment to the Catholic church mission.
- Commitment to CJ Code of Conduct and Safeguarding ethics and policies.
- Adhere to Caritas Jerusalem's mission and core values.
- Valid Israeli driving license.

How to Apply: Interested candidates with relevant education and experience are invited to submit their cover letter and CVs through our website. <https://caritasjr.org/>

Applications received after the closing date will not be eligible. Only short-listed candidates will be invited for interviews and a technical assignment.