



# Job Vacancy

**Work Location:** Bethlehem  
**Schedule:** Part-time

**JOB TITLE:** Finance Officer

Diyar Consortium is seeking Finance Officer who is reporting to the Finance Manager.

## DUTIES INCLUDE BUT ARE NOT LIMITED TO

- Update, maintain accounting journals, and reconciles general ledger, subsidiary accounts and month-end reporting requirements.
- Ensure accurate and appropriate recording and analysis of revenues and expenses.
- Calculate and prepare reimbursement billings and tracks receivables; reconciles monthly accounts receivable & payable by verifying documentation, and requesting disbursements.
- Establish and maintain cash controls.
- Maintain updated bank deposits, inward & outward transfers, and prepares correspondences as necessary.
- Reviews, investigates, and corrects discrepancies in financial entries & documents.
- Ensures all financial regulations & internal controls are adhered to.
- Prepares variety of reports by collecting, analyzing, and summarizing account information and trends as requested.
- Assists in the preparation of the annual budget.
- Assists with the fiscal year-end and fixed asset accounting.
- Assists with the annual audit.
- Maintains the Fixed Asset Register.
- Maintains the computerized accounting system.
- Maintains financial files and records.
- Ensures that privileged and/or proprietary information is adequately safeguarded against disclosure.
- Secures financial information by completing data base backups.
- Accomplishes the result by performing the duty & according to the deadlines.
- Contributes to team effort by accomplishing related results as needed.
- Practice and adhere to the "Code of Conduct" philosophy and "Mission and Value Statement"
- Performs other duties of a similar nature or level as assigned by the Finance Manager.

## Qualifications

### EDUCATION, KNOWLEDGE, SKILLS & ABILITIES

- Bachelor's Degree in Accounting, Finance or related field required.
- Graduates to 3 years of experience in related field.
- Organization – proactively prioritizes needs.
- Communication – communicates clearly and concisely, verbally and in writing.
- Interpersonal skills – able to work effectively with other employees and external parties.
- Experience with Bisan Financial Software is preferable.
- PC skills – demonstrates proficiency in Microsoft Office applications and others as required
- Policies & Procedures – demonstrates knowledge and understanding of organizational policies, procedures and systems
- Basic skills – perform basic mathematical calculations and balance and reconcile figures.

Please submit your curriculum vita to [jobs@diyar.ps](mailto:jobs@diyar.ps) by May 20, 2015 referencing Finance Officer.

Tel: +970 2 2757028, Fax: +970 2 2770048

[www.diyar.ps](http://www.diyar.ps)

لنكن لنا حياة... ولنكن أفضل  
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