

Finance Assistant

The University of Notre Dame is a US-American, private research university inspired by its Catholic character to be a powerful force for good in the world. The University's global footprint includes 12 Global Gateways and Centers around the world, including a Global Gateway in Jerusalem. As an integral part of Notre Dame's global network, the Global Gateway in Jerusalem aspires to be an entrepreneurial, diverse and influential academic platform that leaves a positive and lasting impact on the region through a menu of programs and initiatives that also offer opportunities for Notre Dame students, faculty, and visitors to explore and learn in Jerusalem and beyond.

For more information, please visit our webpage www.jerusalem.nd.edu.

Job summary

The Finance Assistant plays a crucial role in maintaining accurate financial records, analyzing financial data, and providing valuable insights to support informed decision-making within the organization. This role requires a thorough understanding of accounting principles, strong analytical skills, attention to detail, and the ability to work both independently and collaboratively.

I. Key responsibilities

Under the direction of the Director of Finance & Operations and in concert with a larger team, the Finance Assistant is responsible for the following key areas and administrative duties:

1. Record Transactions:

- Enter and categorize financial transactions into the accounting system
- Maintain accurate records of accounts payable and accounts receivable
- Process invoices, receipts, payments, and purchase orders

2. Reconciliation:

- Reconcile bank statements, credit card statements, and other financial documents
- Investigate and resolve discrepancies between records and statements

3. Financial Reporting:

- Generate reports such as balance sheets, income statements, and cash flow statements.
- Prepare reports detailing financial position and performance

4. Payroll:

- Assist the Director of Finance & Operations in the monthly payroll process

5. Budgeting and Forecasting:

- Assist in preparing annual budgets and financial forecasts
- Assist in monitoring budgeted versus actual expenses.

6. Vendor and Client Communication:

- Process accounts payable transactions, including verifying invoices, reconciling vendor statements, and making timely payments
- Manage accounts receivable functions, including generating invoices, tracking payments, and following up on overdue accounts
- Communicate with vendors regarding payment inquiries and discrepancies
- Provide exceptional service to students/guests/program participants who may have questions about their invoices.

7. Record Retention:

- Maintain organized and secure financial records, both physical and digital.
- Ensure compliance with record retention policies.

8. Financial Analysis:

- Assist in analyzing financial data to identify trends, opportunities, and areas for improvement.
- Provide insights to support strategic decision-making.

II. Requirements:

- Bachelor's degree in Finance, Accounting or related fields
- Solid understanding of financial principles and accounting procedures
- Proficiency in using accounting software (esp. “Hashavshevet”) and Microsoft Office Suite, particularly Excel.
- Strong attention to detail and accuracy in financial data entry and analysis.
- Excellent organizational and time management skills.
- Effective communication skills, both written and verbal.
- Ability to work independently and collaboratively in a team environment.
- Prior experience in finance, accounting, or administrative roles is preferred.
- Knowledge of relevant regulations and compliance standards is a plus.
- Strong analytical and problem-solving skills.
- English is a must. Arabic and/or Hebrew proficiency is an asset.

Following the mission of University of Notre Dame, the Jerusalem Global Gateway seeks to attract, develop, and retain the highest quality faculty, staff and administration. The University is an Equal Opportunity Employer and is committed to building a culturally diverse workplace. We strongly encourage applications from female candidates and candidates from all religious and cultural backgrounds that will enhance our community.

III. Application and deadline

Applicants should submit a CV and a cover letter to ajiries@nd.edu by October 21 , 2023. Expected start date is as soon as possible. Only short-listed candidates will be invited to an interview process.