

# JOB DESCRIPTION



Welcome the stranger.  
Protect the refugee.

**TITLE:** Bookkeeper

**TYPE:** Full-time

**LOCATION:** Hybrid, Tel Aviv-Israel

**DEPARTMENT:** HIAS Israel

**DIVISION:** Local

**HIRING MANAGER:** Response Lead, HIAS Israel

**SUPERVISOR:** Finance Manager, HIAS Israel

## POSITION SUMMARY

The Bookkeeper will play a vital role in supporting HIAS Israel's financial operations in response to the current crisis. The responsibilities will include performing a wide range of finance-related duties such as:

- Record day-to-day financial transactions and complete the posting process.
- Verify that transactions are recorded in the correct accounts, suppliers' ledger, customer ledger and general ledger.
- Bring the books to the trial balance stage.
- Perform partial checks of the posting process.
- Enter data, maintain records and create reports.
- Process accounts receivable/payable and handle payroll in a timely manner.
- Supporting the finance manager of the emergency response, ensure an efficient use of resources, and compliance to donor's regulations and procedures.

The successful candidate will be a highly organized and adaptable individual with a strong commitment to HIAS's mission, and demonstrated capacity to maintain financial systems, and ensure timely and transparent reporting.

## ESSENTIAL FUNCTIONS

- Support financial management of operations in Israel, under the authority of HIAS Israel Finance manager.
- Ensure that financial standards are applied in terms of accounting, financial control systems, internal and external reporting processes, in order to guarantee an efficient use of resources.
- Guaranty budget availability and compliance to donor's procedures before releasing payments.
- Support and/or lead on other financial-based tasks related specifically to HIAS's Cash Assistance Program and other activities related to the emergency response.
- Perform other tasks as assigned.

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## QUALIFICATIONS & REQUIREMENTS:

- Bookkeeper type 1 and 2 is required, type 3 is a plus.
- Proven bookkeeping experience of at least two years is required.
- Experience working for an international organization is a plus.
- Solid understanding of basic bookkeeping and accounting payable/receivable principles.
- Proven ability to calculate, post and manage accounting figures and financial records.
- Data entry skills along with a knack for numbers.
- Hands-on experience with NetSuite or similar accounting system is a plus.
- Proficiency in MS Office and specifically in Excel spreadsheets and functions.
- High degree of accuracy and attention to detail.
- Strong analytical skills and ability to resolve problems.
- Strong organizational skills.
- Ability to work in a multicultural team independently, take initiative, prioritize competing tasks and meet deadlines in a fast-paced environment.
- Working fluency in English and Hebrew is required. Additional languages are a plus.
- Commitment to HIAS's mission and values.

## DISCLAIMER

This job description is intended to describe the general nature and level of work being performed. It is not an exhaustive list of all responsibilities, duties, skills required or permanent location. Location is subject to change based on programmatic needs. Flexibility is essential as we grow and develop. The successful candidate must be comfortable in a fast-paced, changing work environment with many crucial deadlines. All team members may be required to perform duties outside of their normal work hours of responsibilities as needed.

## HIRING PROCESS

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We are committed to a fair and respectful hiring process, and we do our absolute best to respond to every applicant. We prioritize communication and transparency with all candidates, even those who are not moving forward. Here's a snapshot of our hiring process:

- Step 1: Submit your application!
- Step 2: Phone screen with a Human Resources staff person.
- Step 3: Interview with the hiring manager.
- Step 4: Interview with a panel of HIAS employees.
- Step 5: Reference check.
- Step 6: Offer and background check.
- Step 7: Start your professional journey with HIAS!

*Note: Some of our hiring processes may vary, and not all candidates will advance to each step.*

## ABOUT US

Over one hundred years ago, the Jewish community founded HIAS (originally the Hebrew Immigrant Aid Society) in New York City, the immigrant gateway to America. Supporting Jews fleeing persecution and poverty in Eastern Europe, our founders were guided by the traditions, texts and history of the Jewish people—a history of oppression, displacement and diaspora. HIAS has since helped generations of Jews facing violence because of who they were, and HIAS remains committed to helping Jewish refugees anywhere in the world. Today, our clients at HIAS come from diverse faiths, ethnicities and backgrounds, as do our staff. We bring our experience, history and values to our work across five continents, ensuring that refugees today receive the vital services and opportunities they need to thrive.

HIAS is a learning community, committed to diversity and inclusion. We do our work with integrity, accountability, transparency and a commitment to the highest ethical standards. We seek employees from diverse backgrounds and life experiences to join our teams located in the United States and across the globe. People who identify as BIPOC, people with disabilities, people from the LGBTQ+ community and people with lived experiences of forced displacement or immigration are all encouraged to apply. We are committed to building a diverse workforce that reflects our vision, mission and values.

## VISION

HIAS stands for a world in which refugees find welcome, safety and opportunity.

## MISSION

Drawing on our Jewish values and history, HIAS provides vital services to refugees and asylum seekers around the world and advocates for their fundamental rights so they can rebuild their lives.

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## VALUES

*Welcome • Acogimiento • Hospitalité • הכנסת אורחים (Hachnasat Orchim)*

We **Welcome** the Stranger

*Justice • Justicia • Justice • צדק (Tzedek)*

We Pursue **Justice**

*Empathy • Empatía • Empathie • חסד (Chesed)*

We Approach our Clients with **Empathy**

*Partnership • Compañerismo • Coopération • חברותא (Chevruta)*

We Believe in Changing the World through **Partnership**

*Courage • Coraje • Courage • אומץ (Ometz)*

We Act with **Courage** to Build a Better World

*Resilience • Resiliencia • Résilience • רוח (Ruach)*

We Adapt and Thrive, Continuously Demonstrating our **Resilience**

## DIVERSITY

HIAS is committed to a diverse and inclusive workplace. All qualified applicants will be considered for employment without regard to race, color, national origin, ethnic background, ancestry, citizenship status, religious creed, age, sex, gender, sexual orientation, physical disability, mental disability, medical condition, genetic information, marital status, registered domestic partner or civil union status, familial status, pregnancy, childbirth, military status, protected veteran status, political orientation or other legally protected status.