



Job Title: Book Keeper

Report to: Project Manager

Job Purpose: This is a full time position in the Tel Aviv office. The chosen candidate will work closely with the Tel Aviv Finance manager. This position is paralleled in our other offices in Ramallah and Amman.

Responsibilities include:

- Recording of invoices and receipts on the EcoPeace's Financial software.
- Physical filling of relevant paperwork according to EcoPeace's internal regulations.
- Management of petty cash for reimbursement of employee expenses.
- Support the Finance Manager in the preparations for audits.
- Assist the Finance Manger in enforcing for organizations internal procedures.

Requirements:

- A high level of written and spoken English.
- Accuracy and attention to detail.
- Be able to come to the office five days a week.
- Ability to work independently and in a team.
- Familiarity or experience working with NetSuite is a plus.
- Accounting experience is also a benefit.

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