The Islamic Association of Raleigh

Business Manager/Bookkeeper

JOB REQUIREMENTS & DESCRIPTION

JOB REQUIREMENTS

EDUCATION

- A bachelor degree or equivalent. Preference will be given to candidates with a degree in business administration, or accounting or related fields

KNOWLEDGE & EXPERIENCE

- Proven office management, administrative or assistant experience.
- Office management experience.
- Excellent computer skills, including a high degree of proficiency in Microsoft Word, Excel, Outlook, and PowerPoint.
- Knowledge of office management responsibilities, systems and procedures.
- Excellent time management skills and ability to multi-task and prioritize work.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills
- Knowledge of accounting systems and practices
- Knowledge of Human resources management and practices
- Knowledge and experience with the ACS system is preferred

JOB DESCRIPTION:

Office/Business Manager duties include:

- Manage day to day operation of the office including overseeing the IAR calendar, attend the Administration meetings, work directly with the CEO and resolve issues.
- Receives community members and answers questions, in person, by phone or email; responds to inquiries from employees, clients and community members, when necessary, to the appropriate person, official or committee.
- Order office supplies and develop and maintain organized filing.
• Responsible for preparing selected monthly and annual reports for a variety of committees and meetings (Election, General Body meetings, expense reports, etc)
• Manage and renew the organizations’ property and liability insurance.
• Prepare all IAR letters including Employment Verifications, New Muslim letters, Community Service letters,
• Assist with special projects, as needed.

**Human Resources Manager duties include:**

• Initial point-person for personnel recruitment efforts;
• Overseeing on-boarding and off-boarding of employees, including completing new hire checklist/packet, assisting with payroll, benefits, and documentation matters
• Managing 401-k benefits, including enrolling employees, addressing change reporting, and submitting a monthly report to the 401-k Administrator.
• Maintaining and renewing Worker’s Compensation insurance.
• Manage payroll, including receiving timesheets, processing payroll, and reviewing deductions for accuracy
• Maintaining human resource personnel files.
• Helping maintain compliance with federal, state and local employment and benefits laws and regulations.

**Bookkeeper duties include:**

• Maintain IAR accounts by verifying, allocating, and posting transactions.
• Balance IAR accounts by reconciling entries for all bank accounts
• Maintain historical records by filing documents.
• Prepare financial reports by collecting, analyzing, and summarizing account information and trends.
• Prepare and submit 1099 for vendors and contractors
• Issue and provide [financial statements](#)
• Maintain and update the [chart of accounts](#)
• Maintain and enter the annual [budget](#) in the accounting system
• Comply with local, state, and federal government reporting requirements.
• Prepare and submit the G.F annual budget
• Work with and support the IAR CEO, Treasurer and the Finance Chairperson when needed
• Supervise admin assistance to issues checks, use the accounting system to enter check deposits and keep the reservation of rooms updated.

**Shura Support**

• Organize, sends meetings notices and materials to Shura.

• Attend, and take minutes of the Shura Meetings and Administration team meetings and other meetings as required.

• Maintain organization files including by-laws, minutes, and policies for the Organization

• Maintain membership files and support the membership team in Shura and ICC elections.

**Fundraising Support:**

• Supervise and manage and update donors’ records.

• Prepare gift acknowledgement letters and manage donor communications

• Supervise and update donors’ pledges and follow up with donors to obtain missing information.

• Assist in the planning and the logistics of the IAR fundraisers.

**Other Support**

• Direct planning and activities to support the annual picnic, Eids and fundraisers.

• Assist the CEO and the IAR chair as needed.