

The Islamic Association of Raleigh

Administrative Assistant

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:

Administrative Assistant duties include:

- Assist in managing 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:

- Assisting with on-boarding and off-boarding of employees, including completing new hire checklist/packet, assisting with payroll, benefits, and documentation matters
- Assisting with 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.
- Assisting with managing 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

Shura Support

- Organize, send meeting 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

- Assist the CEO and the IAR chair as needed.