



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

In the name of Allah, Most Gracious, Most Merciful

المركز الإسلامي بولاية مينيسوتا
Islamic Center of Minnesota

The Islamic Center of Minnesota (ICM) is looking for a Bookkeeper/Admin Assistant for our office in Fridley. The ICM is the oldest Muslim organization in the twin cities. We are in need of a Bookkeeper/Admin Assistant. The ICM provides an Islamic environment to work in with a diverse membership.

This is an hourly position for upto 40 hours a week requiring work from 9AM to 5PM on 4 out of 5 weekdays (to be agreed upon) and from 9AM to 3PM on Sunday.

Benefits include vacation, sick and personal time and paid holidays. No Medical insurance is provided.

Job Responsibilities:

1. Maintain financial records of the ICM

- a. Check writing and deposits
- b. Manage Payroll
- c. Reconcile the bank statement
- d. Pay bills
- e. Provide monthly financial status reports to Treasurer for Board meetings
- f. Prepare annual budget

2. Manage membership record of ICM members

- a. Adding/removing/updating records
- b. Managing membership dues including automatic deductions

3. Manage the Office

- a. Answer phones
- b. Process mail
- c. Greet walk-in visitors
- d. Manage ICM email account
- e. Prepare flyers, paperwork, etc.
- f. Prepare weekly eNewsletter
- g. Support Foodshelf Committee as needed
- h. Support Zakat Committee as needed
- i. Work with Board of Directors on other tasks as assigned
- j. Any other tasks needed for functioning of the Office

Qualifications:

- Associate's degree required; College/Bachelor's degree preferred
- Bookkeeping and/or financial management experience
- Experience with QuickBooks, Excel and Word
- Excellent interpersonal skills and phone/written communication skills
- Demonstrated ability to work well with all types of people
- Ability to prioritize and handle multiple tasks

To be considered for this position, please send your resume to Nasir Mohammed at secretary@IslamicCenterMN.org. Your resume must have the names of at least 2 references.