



JOB TITLE: BOOKKEEPER

JOB TYPE: Part-Time

JOB LOCATION: Flexible

The Islamic Center of Irving (ICI) is looking for a part-time bookkeeper to join its team. This position offers flexible hours, making it an excellent opportunity for individuals seeking work-life balance.

Job Description:

We are looking for a detail-oriented and experienced Part-Time Bookkeeper who is well-versed in accounting principles and proficient in QuickBooks software. The ideal candidate will manage our day-to-day financial transactions, ensure accuracy in financial records, and provide timely financial reports.

REQUIRED QUALIFICATIONS:

- Proven experience as a bookkeeper or in a similar role.
- Proficiency in QuickBooks software and Excel / Google Sheets or equivalent.
- Strong understanding of accounting principles and practices.
- Excellent attention to detail and accuracy in financial record-keeping.
- Strong organizational and time-management skills.
- Ability to work independently and manage multiple tasks.
- Excellent communication and interpersonal skills.
- High level of integrity and confidentiality.
- Must be a US citizen or permanent resident

ADDITIONAL QUALIFICATIONS:

- Associate's or Bachelor's degree in Accounting, Finance, or related field.
- Experience with other accounting software and tools.
- Previous experience in non-profit is a plus.

RESPONSIBILITIES:

- Maintain and update financial records, including ledgers, journals, and bank reconciliations.
- Process accounts payable and receivable, ensuring timely payments and collections.
- Prepare and submit periodic financial reports, including profit and loss statements, balance sheets, and cash flow statements.
- Perform monthly and quarterly reconciliations of bank accounts, credit cards, and other financial accounts.
- Assist in the preparation of annual budgets and financial forecasts.
- Ensure compliance with financial policies, procedures, and regulations.
- Work with external accountants and auditors as needed.
- Provide support for tax preparation and filing.
- Address any discrepancies or issues related to financial transactions.
- Other bookkeeping and administrative tasks as assigned.



HOURS and COMPENSATION

- Flexible part-time hours.
- Competitive hourly wage based on experience and qualifications.
- Opportunity for remote work, if applicable.

HOW TO APPLY

Please submit your resume to treasurer@irvingmasjid.org for consideration.