

## **OFFICE MANAGER / BOOKKEEPER**

Responsibilities to include, but not limited to:

### **Office Administration:**

- Supervise all office needs and serve as front line for visitors and phone calls along with Administrative Assistant and Executive Assistant;
- Supervise Administrative Assistant;
- Learn appropriate culturally sensitive greeting and etiquette to properly handle contacts with staff, donors and volunteers within two weeks of start date;
- Routinely re-order department supplies;
- Update mail/phone directories and make these available to staff;
- Analyze workflow to help create appropriate infrastructure for organization by:
  - Observing the needs and the systems that responds to those needs,
  - Making suggestions and discussing potential changes.
- Make travel arrangements for ED and staff as requested;
- Manage calendars and schedule appointments;
- Coordinate Event Planning and Convention participation along with Executive Assistant;
- Screen incoming calls and correspondence and respond independently when possible;
- Make logistical arrangements for meetings and larger events.
- Manage efficient message system;
- Prepare correspondence from dictation and email;
- Revise contracts and documents;
- Research and analyze issues to prepare a range of memos, reports, proposals, and other documents clearly;
- Administration of human resources functions (for a small office) such as collecting time sheets, and developing contracts;
- Log weekly reports submitted by staff and monitor timeliness of submission, and print reports for ED;
- Communicate with landlord, utilities, fire department, and other as needed;
- Provide other administrative support to organization staff as needed.

### **Phone**

- Communicate with staff regularly to ensure properly answered donor inquiries

regarding programs;

- Handle all inquiries within capacity;
- Assist donors with questions they may have;
- Arrange "callbacks" to protect ED's time;
- Provide back-up materials for callbacks;
- Route calls elsewhere as needed.

### **Appointments/Meetings**

- Maintain general organization calendar; ascertain which events require ED's presence;
- With Executive Assistant arrange commitments to maximize ED's time efficiency;
- Arrange meeting facilities when needed;
- Record minutes when needed, prepare action minutes when needed.

### **Bookkeeping (QuickBooks knowledge required):**

- Financial administration, including accounts receivable and payables;
- Requests checks from accountant and submit invoices;
- Keep track of invoices and make sure no duplicates are being charged;
- Make monthly reports for Communications Department of which media invoices have been paid, and referring to which ads and strategies;
- Administration of insurances, contracts and other similar administrative needs;
- Administration of human resources functions (for a small office);
- Administration of primary data bases;
- Coordinate reimbursements and petty cash;

### **Databases**

- Maintain Media contact database and coordinate faxing or emailing of press releases accordingly;
- Maintain Islamic Entities database and update periodically, make available to staff;
- Coordinate mailing of newsletters and other important ZF marketing materials to MSA's, embassies, mosques, etc. with approval of ED;
- Maintain Volunteer Database for both local and national volunteers, add info on availability, type of services performed, update periodically.

### **Volunteer Coordination**

- Manage volunteer request for office;
- Create system, approved by supervisor, to acknowledge recurring ZF volunteers

- Support Executive Assistant in mailing of materials to national volunteers for distribution in their communities;
- Find volunteers in every major Muslim community in North America.

**OFFICE MANAGER SUPERVISOR, HOURS, AND OTHER REQUIREMENTS:**

- Office Manager supervised by Executive Director;
- Office Manager supports clerical needs from staff as needed;
- Position requires Monday through Friday 9am to 6pm with flexibility for later hours as needed.
- Office Manager meets regularly with supervisor, attends all staff meetings, and submits weekly work reports to Executive Director.

**The ideal candidate should possess the following requirements/qualifications:**

- Minimum 3 years experience in office management, preferably providing support to an executive level position. No exceptions.
- Fluency in Arabic a plus.
- Previous experience with Muslim Charities a plus.
- Excellent computer skills necessary: MS Word, MS Excel
- Database maintenance and preparation experience preferred.
- Strong organizational, analytical, interpersonal, and oral/writing communication skills required.
- Ability to exercise sound judgment, take responsibility for meeting deadlines, and be a skilled problem solver.
- Knowledge of billing and HR systems and procedures.
- Previous general bookkeeping experience and QuickBooks experience.
- Strong organizational skills and exceptional attention to detail are a must
- Demonstrate responsiveness, tact, diplomacy, good judgment, and confidentiality in communications with all levels of staff, donors, and volunteers.
- Must have access to a vehicle and obtain a valid Illinois drivers license within six months of hire.
- Confidentiality: Assure discreet handling of all business.
- All applicants must be U.S. citizens, U.S. permanent residents, or otherwise legally authorized to work in the U.S. No visa sponsorships.

**ENVIRONMENT:**

- Position requires frequent and regular computer and phone use. Workplace is a smoke and drug-free environment. Equal opportunity employer.

**TO APPLY:**

- Applications must include cover letter describing interest in this position, resume, and salary requirements. Incomplete applications may not be considered.
- Email application to [jobs@zakat.org](mailto:jobs@zakat.org) with OFFICE MANAGER / BOOKKEEPER in email subject line
- No phone calls will be accepted regarding this position.