



# ISGH COMPTROLLER JOB OPENING

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- **Job Title:** ISGH Comptroller
- **Employment Type:** Full Time
- **Effective:** Immediate

## Responsibilities

1. Supervise books of accounts and other financial records for various ISGH centers in compliance with US Generally Accepted Accounting Principles, as well as ISGH policies and procedures.
2. Timely and accurately review monthly, quarterly, and year-end closing of books for all centers.
3. Develop and maintain proper internal control policies and procedures, including control guidelines for Sadaqah, Zakat and distribution as per ISGH policies.
4. Develop accounting and finance policies and procedures.
5. Standardize control processes across all ISGH centers.
6. Prepare various management reports and ad hoc analysis for presentation to the ISGH board.
7. Supervise proper recording of payables and employee expenses.
8. Prepare financial information for annual financial audit performed by independent accounting firm. Ensure compliance with local, state and federal financial reporting requirements.
9. Handle routine accounting functions, including maintenance of general and subsidiary ledgers.
10. Maintain all records related to public donations.
11. Coordinate budgeting, budget management and cost controls. Recommend benchmarks for measuring the financial and operating performance of departments.
12. Supervise accounting staff and oversee daily operations of finance department.
13. Responsibilities are Subject to Change as Required by the ISGH Executive Body.

## Qualifications

1. 5-7 years of relevant experience in accounting with a minimum of 2 years of recent experience managing non-profit entities.
2. CPA license preferred
3. Ability to work successfully with a wide variety of constituents, including donors, board members, audit committee, volunteers and professional consultants.
4. Experience working with QuickBooks and Microsoft Office
5. Knowledge and hands-on experience in preparation of operating budgets and variance analysis.
6. Strong organizational skills and ability to prioritize workload, and demonstrate flexibility.
7. Excellent written and verbal communication skills
8. Ability to work with minimal supervision.

Please send your resume with a cover letter to [jobs@isgh.org](mailto:jobs@isgh.org)

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