WE ARE HIRING!

Senior Accountant Job Opening

The Islamic Society of Greater Houston (ISGH) is hiring a Senior Accountant to lead the organization’s financial responsibilities. This position plays a key role in ISGH’s ability to meet its program goals and achieve its mission.

- **Job Title:** Senior Accountant
- **Employment Type:** Full-Time, Exempt, Salaried
- **Effective:** Immediate
- **Reports To:** Executive Body of ISGH

**Qualifications**

- Bachelor’s degree in accounting. 5 years of relevant experience in accounting with a minimum of 2 years as a Senior Accountant or higher
- Ability to work successfully with a wide variety of constituents, including donors, board members, audit committee, volunteers and professional consultants
- Proficient with the following: QuickBooks Online, Microsoft Office Suite and Google Suite
- Knowledge and hands-on experience in preparation of operating budgets and variance analysis
- Strong organizational skills and ability to prioritize workload, and demonstrate flexibility
- Excellent written and verbal communication skills
- Demonstrated ability to work with minimal supervision.

**Responsibilities**

- 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.
- Timely and accurately review monthly, quarterly, and year-end closing of books for all centers.
- Maintain and improve internal control policies and procedures, including control guidelines for Sadaqah, Zakat and distribution as per ISGH policies.
- Maintain and improve accounting and finance policies and procedures.
- Standardize control processes across all ISGH centers.
- Prepare various management reports and ad hoc analysis for presentation to the ISGH board.
- Supervise proper recording of payables and employee expenses.
- Prepare financial information for annual financial audit performed by independent accounting firm. Ensure compliance with local, state and federal financial reporting requirements.
- Handle routine accounting functions, including maintenance of general and subsidiary ledgers.
- Maintain all records related to public donations.
- Coordinate budgeting, budget management and cost controls. Recommend benchmarks for measuring the financial and operating performance of departments.
- Oversee daily operations of finance department
- Responsibilities are Subject to Change as Required by the ISGH Executive Body.

Please send your resume with a cover letter to jobs@isgh.org