



# WE ARE HIRING!

## Account Assistant Job Opening

We are currently seeking an Account Assistant with preferably non-for-profit organization experience. This is not an entry-level position. The individual should be self-motivated and able to work effectively as a member of a team as well as independently. This position will be based in ISGH's main office in Houston, TX.

- **Job Title:** Account Assistant
- **Employment Type:** Full-Time
- **Effective:** Immediate
- **Reports To:** Comptroller
- **Location:** ISGH Main Center (Onsite)

### Responsibilities: Include, but are not limited to, the following:

- Assist in ensuring the books of account and other financial records are maintained in compliance with the generally accepted standards and practices, as well as applicable ISGH accounting policies and procedures.
- Assist in completing an accurate and timely monthly, quarterly, and year-end close of books.
- Assist with timely reporting of all monthly and quarterly financial information.
- Monitor and record all donation receipts on a timely basis in coordination with Associate Directors/Finance Secretary at all the Islamic centers.
- Assist in the processing and recording of accounts payable transactions (including credit cards) and ensure that all invoices and reimbursements are paid out accurately and timely in accordance with the ISGH policies and procedures.
- Complete reconciliation of bank accounts on a monthly basis.
- Issue donation receipts as and when required.
- Assist with the preparation of work papers for the annual financial audit.
- Perform other assigned tasks as appropriate.

### Skills Needed:

- Proficient in Microsoft Office (Word, PowerPoint, especially Excel).
- Strong organizational skills and ability to prioritize workload and demonstrate flexibility.
- Ability to work with minimal supervision while maintaining attention to detail.
- Team player and ability to collaborate with other members of the team in the organization.
- Excellent communication skills, oral as well as written.
- Ability to work successfully with a wide variety of stakeholders, including donors and volunteers.

### Qualifications: Experience and Education:

- 2+ years of relevant experience (accounting, finance, and audit).
- Preferably have at least an undergraduate degree in Accounting.

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