

Employment Opportunity

Job Title: Staff Accountant

About the MAH

The history of the Muslim Association of Hamilton (MAH) dates back to the 1960s. For almost half a century the MAH has administered hundreds of projects ranging from community development, outreach and education. Today, the MAH is an active and respected member of the larger/secular community in Hamilton. The MAH operates two Masajids; the Hamilton Mountain Masjid and Umar Masjid; and a full time Islamic Elementary School.

Position Overview

The Muslim Association of Hamilton is currently seeking to fill the position of **Staff Accountant**. Reporting to the MAH Treasurer, the incumbent will be responsible for the processing and controls of all MAH financial transactions. The Staff Accountant supports the organization by maintaining the day-to-day integrity of MAH's financial information. The Staff Accountant will have established relationships primarily in a supporting role with MAH and Islamic School of Hamilton (ISH) employees, MAH board of directors, parents of ISH students, MAH donors, community members and vendors.

The successful candidate will be a motivated individual with excellent communication skills and a team player who works well in an ever-changing environment.

Key Accountabilities and Responsibilities

- Accounts Payable and Accounts Receivable Support
- Review and processing of all financial transactions
- General ledger, bank account postings and reconciliation
- Account Analysis
- Month-end and year-end activities
- Reporting monthly financial statements and other reporting as required
- Departmental filing and maintaining financial records
- GL balancing (dormant and deferred accounts)
- Preparation and verification of payroll on a monthly basis
- Maintaining records of employee hours of work, attendance, leave, overtime, and benefit entitlements, using manual and/or computerized systems
- Responding to employee inquiries accurately and efficiently
- Maintaining record keeping system. Digital filing
- Ensuring strict confidentiality of employment records and employee information

Professional Skills and Qualifications

- Minimum Qualifications: Post-Secondary Diploma in Bookkeeping/Accounting and three (3) years' experience. An equivalent combination of work experience and education will be considered
- Strong knowledge of Canadian tax laws and general tax processes and procedures as they relate to charitable organizations
- Excellent computer skills with proven knowledge in SAGE (Simply Accounting software)
- Working knowledge of payroll processing
- A high degree of initiative and strong organizational skills with the ability to prioritize functions in a demanding work environment
- Excellent verbal and written communication skills
- Outstanding customer service skills
- Must have legal status to work in Canada

Salary and Benefits

Competitive remuneration will commensurate qualifications and experience.

How to Apply

Applications will be accepted until the position is filled.

Interested candidates should submit a statement of interest and resume, to careers@hamiltonmosque.com. Only short listed candidates will be contacted.

Please mark your correspondence "MAH Staff Accountant Position"