



The Islamic Association of Saskatchewan, Regina Inc. (IAOS Regina) is a registered non-profit organization dedicated to education and services in the City of Regina and surrounding areas of Saskatchewan.

The IAOS Regina Chapter was created in the mid-1970s and the first mosque was established in 1982. IAOS Regina runs an Islamic Centre & Mosque.

Visit our website for more information: www.iaosregina.com.

Job Title

Finance & Admin Analyst

Type of Position

Part-time (minimum of 30 hours per week with an opportunity to convert this into a full-time role).

This position comes with a competitive compensation package (depending on experience).

Functional Areas

Finance, Accounting, Strategy, Administration, Record Keeping, Communications

Job Description

IAOS Regina is inviting applications from suitable candidates for the position of Finance & Admin Analyst. The position would be reporting directly to the Board of Directors of IAOS Regina.

The ideal candidate would be responsible for managing the financial books of the IAOS Regina, providing secretarial and administrative assistance to the IAOS Board and its committees in addition to other tasks assigned by the Board of Directors.

Job Responsibilities

Accounting & Bookkeeping

- Record day to day financial transactions and complete the posting process in Quickbooks (accounting software)
- Count cash and prepare bank deposits
- Prepare cheques for the review and sign-off by the Treasurer and President
- Prepare monthly reconciliations of key accounts
- Assist the Treasurer in the preparation of monthly snapshot financial statements (for the purposes of monthly Board meetings)
- Assist the Treasurer during the year-end audit process
- Establish processes and find efficiencies to achieve efficient financial reporting
- Maintaining accurate filing and support while enforcing a paperless environment
- Identify areas for process improvement
- To perform other and necessary related work as may be assigned

Secretarial & Administrative Assistance

- Attending the meetings of the Board in order to maintain and prepare minutes
- Preparing agenda and decision items for review by the Board, covering all administrative and strategic areas requiring the Board's direction
- Serving as a liaison between the Board and its various Committees
- Periodically surveying and canvassing the IAOS' membership and congregation in order to identify issues and concerns and bring them to the Board for direction
- Executing the directions provided by the Board

Job Requirements

- University or college degree from an accredited institution (accounting, finance, or related field is an asset)
- 1+ year of related work experience (working in an NPO environment is an asset but not required)
- Demonstrated proficiency in computer skills including Google Suite applications (ie - Word, Sheets, etc.) and Quickbooks
- High degree of accuracy and attention to detail
- Strong problem solving and analytical skills
- Ability to work independently and in a dynamic team environment
- Exceptional verbal and written communication skills
- Ability to analyze processes and data
- A commitment to confidentiality regarding all account records (ie - IAOS Regina, its staff and its members)

How to Apply

Interested candidates are required to submit their resume and a brief cover letter outlining how their previous work experience meets the requirements of this role to the following email no later than December 15, 2021: treasurer@iaosregina.com.

Optional Document: Submit your unofficial university transcript.

More information

Preference will be given to candidates with an Islamic background given the nature of the role. However, all qualified candidates are welcome to apply.

To learn more about IAOS Regina, please visit our website: www.iaosregina.com