

MCA is looking for finance & accounting individual. The ideal candidate possesses significant leadership capabilities, a solid operational and accounting background and works proactively to drive results. This person is a self-starter, flexible, has a high level of integrity and is action and goal-oriented in a fast-paced, team-oriented, collaborative environment.

### **Job Description:**

- Manage day-to-day accounting operations and ensure that there is a redundant process backup in place for every critical operation
- Monitor emerging technology to determine ways to automate the accounting process without sacrificing accuracy and accountability
- Develop monthly and quarterly accounting reports for the management and executive teams
- Implement and monitor the month, quarter and year-end closeout accounting schedules
- Strong budgeting, financial forecasting and financial analysis skills required
- Handle accounts payable and receivable
- Maintain records of business costs, knowledge of cost center /profit center management
- Check invoices for inaccuracies, ensure timely recognizing of all vendors invoices and vendor payments
- Reconcile all accounts with the general ledgers, handle general account queries
- Follow-up Donors on pledges, expired credit cards, declines credit card transactions
- Perform monthly, quarterly and annual accounting activities including reconciliations of bank and credit card accounts, coordination and completion of annual audits, and reviewing financial reports/support as necessary. Reconcile all banks accounts
- Process bills for payment, process vendor invoices, maintain files and electronic records
- Analyze and report on financial status including income statement variances, communicating financial results to management, budget preparation and analysis
- Improve systems and procedures and initiate corrective actions
- Create new internal accounting corporate policies and maintain existing policies
- Perform administrative tasks as needed. Communicate with Donors & inter-departmental. Record all transactions relating to Donors payments
- Track and resolve accounting problems and discrepancies as needed
- Familiarize yourself with all current accounts and audit all client files quarterly to ensure accurate record keeping
- Monitor email and other communication systems to ensure fast responses to all request
- **IRS & 501c3 Compliance:** Ensure MCA stays compliant with IRS requirements as a non-profit. Keep track of documents etc. that need to be file to stay on top of MCA's 501c3 status and compliance requirements. Prepare MCA for any Financial Audits.
- **Financial Software & Security:** Be able to work with MCA's IT Department on the software and security needs of the Finance Office - MCA short term and long term. Put together plans to protect MCA from any sensitive data breaches etc. Be prepared to be the sole custodian of sensitive information at MCA.
- **Sound Advice and Coaching MCA Boards:** To ensure that MCA boards always have a clear picture of their financial status in order to make sound, informed operational and strategic decisions. Identify cost-cutting opportunities and highlight to the boards.

### **Requirements:**

- Excellent written and verbal communication skills
- Excellent computer and Excel skills, credit card processing knowledge
- At least 1-2 years of experience serving MCA-like non-profits. Well versed with IRS code for Religious non-profits.
- Must be able to effectively handle multiple simultaneously request with deadline driven environment.
- Non-Profit Accounting & QuickBooks experience and other masjid management software experience (MOHID, Muntazim etc.) is a plus.
- Be able to work with all MCA departments under the supervision of the Treasurers (EB and BoT) work alongside Finance Committee in a professional manner.

**To Apply:** Please send your resume to [hr@mcabayarea.org](mailto:hr@mcabayarea.org)