



In the Name of Allah, The Most Gracious, The Most Merciful

Islamic Association of Greater Detroit



April 11, 2025

Job Title: Bookkeeper

Location: IAGD, Rochester Hills, Michigan

Reports to: Executive Director

Employment Type: Part-time

Position Summary:

The Bookkeeper is responsible for maintaining accurate financial records for the organization in compliance with generally accepted accounting principles (GAAP) and the specific requirements of non-profit fund accounting. This role ensures the timely and accurate recording of financial transactions, assists with budget tracking, and supports financial reporting to stakeholders, including grantors and board members.

Key Responsibilities:

- Maintain and update general ledger and chart of accounts.
- Record day-to-day financial transactions, including accounts payable and receivable.
- Reconcile bank statements and monitor cash flow.
- Assist in the preparation of monthly P&L, quarterly, and annual financial reports.
- Support preparation for audits, including gathering and organizing documentation.
- Manage payroll processing and related tax filings (in coordination with external providers, if applicable).
- Track grant and restricted funds according to donor requirements.
- Assist with budgeting, forecasting, and financial analysis as needed.
- Ensure compliance with financial policies, procedures, and regulatory requirements.
- Collaborate with the Executive Director and Board Treasurer to provide financial insights.



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Qualifications:

- Associate's or bachelor's degree in accounting, Finance, or related field preferred.
 - Proven experience as a bookkeeper, ideally in a non-profit environment.
 - Proficiency in accounting software (e.g., QuickBooks, Sage, or similar).
 - Knowledge of fund accounting principles.
 - Strong attention to detail and organizational skills.
 - Ability to maintain confidentiality and handle sensitive information.
 - Excellent time management and communication skills.
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Preferred Qualifications:

- Experience with grant reporting and donor fund tracking.
- Familiarity with IRS requirements for 501(c)(3) organizations.
- Knowledge of payroll systems and tax compliance for non-profits.

Please email your resume to Secretary General of Board of Directors, Mr. Fasahat Malik at secretary@IAGD.net along with 2-3 reference people contact information.