

JOB POSTING – ASSISTANT ACCOUNTANT

Pickering Islamic Centre is a not-for-profit organization established since 1997. Dedicated to serving the community, the Centre provides a myriad of services, religious, educational, and social, to the local community. These services include five times daily prayer, Friday prayer, programs for seniors, licensed matrimonial services, weekly halaqah and tafseer, one on one Islamic guidance, funeral services and many more. Among these services is the provision of an elementary school from grades 1-8, Brock Elementary School, that aims to establish a firm Islamic and Secular education in young children. The masjid also supports multiple religious part-time schools such as an Evening Quran School, a Girls' Friday School, Hifz (memorization of Qur'an) classes and a Boys' Saturday School.

We have an immediate opening for a contract **Assistant Accountant** to join our team.

What we expect from you:

- Strong attention to detail & self-motivator.
- Excellent written and verbal communication skills. Able to effectively communicate with internal/external customers/suppliers.
- Good problem-solving skills, critical thinking skills, and organizational skills
- Able to work independently or as part of a team.
- Excellent working knowledge of QuickBooks online, Ceridian, IRM, MS Office (Outlook, word, Excel, etc.) with advanced proficiency in Excel.
- Canadian payroll certification is an asset.
- Completion of accounting and/or payroll course

What we offer:

We currently offer a contract position accounting position for Assistant Accountant 15.0 hours per week, possibility of increase hours in future. Working remotely is a possibility.

Remuneration:

- Contract rate: \$25.00 –\$30.00 + HST an hour. (based on skills and experience)

Job description – see attached.

Please note that only the candidate meeting/exceeding the educational, work experience and skills requirements will be contacted.

Please send your resume to: accounting@masjid.ca