



Accountant

Job Description

The accountant steers finances of the organization by maintaining donor accounts (receivables) and operational expense (payables) for financial reports of the organization. This position will report to the CFO and work closely with the Accounts Manager. This position will require knowledge of donor software for data entry and account maintenance.

Duties and Responsibilities

- Work directly with ZF's contracted accounting firm (occasional offsite pick-ups);
- Pick up and assist in mail distribution from post office;
- Process mail, online and walk-in donations in database;
- Prepare and mail donor receipts regularly;
- Handle phone and email communications with donors;
- Maintain and update donor account information in multiple databases regularly;
- Assist in Accounts Payable processing; document, scan and file invoices, receipts, etc.;
- Confirm all expense reports and procurement forms are properly completed;
- Track and reconcile credit card statements, petty cash logs, and any requested month end follow-ups;
- Assure discreet handling of all business and to maintain confidentiality;
- Participate in staff meetings;
- Perform other duties as assigned.

Requirements

1. BA/BS Degree in Accounting.
2. 3-5 years of experience in accounting and administrative duties in office environment.
3. Excellent computer skills necessary: MS Word, MS Excel.
4. Database maintenance and spreadsheet preparation experience preferred.
5. Strong organizational, interpersonal, and oral communication skills required.
6. Ability to exercise sound judgment, takes responsibility for meeting deadlines, and be a skilled problem solver.
7. Exceptional attention to detail is a must.
8. Demonstrate responsiveness, tact, diplomacy, good judgment, and confidentiality in communications with all levels of staff, donors and volunteers.

Environment

1. Position requires frequent and regular phone and computer use.
2. Workplace is smoke-free and drug-free environment.
3. Work is in the United States Head Quarters Office



4. Equal opportunity employer

How to apply Interested and qualified candidates should submit their CVs and a brief covering letter of interest in English to jobs@zakat.org by June 23, 2023. Only short-listed candidates will be contacted.