

# ISLAMIC CENTER OF AMERICA

## *Madrasatu Ahlis Sunnah*

215 North Oratton Parkway

East Orange, N.J. 07017

(973) 672-6690

[www.thesunnah.org/school](http://www.thesunnah.org/school)



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## **Finance Secretary – Job Description**

### **Position Overview**

The Finance Secretary provides essential financial and administrative support to ensure the smooth and efficient operation of the School Principal's office and school administration. This role involves managing purchase orders, accounts, payments, and other office functions critical to school operations.

### **Essential Duties & Responsibilities**

- Make and receive telephone calls, send messages, and route calls.
- Handle all purchase orders through general funds and activity accounts.
- Review requests for purchases, issue purchase orders, and verify authorized invoices for general and activity funds.
- Collect and deposit monies for book refunds, student holds, activity funds, and fundraisers.
- Ensure timely entry of all operational and activity data.
- Maintain accurate account information for general and activity accounts.
- Order textbooks and maintain inventory, checkout, and reimbursement processes.
- Maintain records of student holds.
- Maintain ledgers for textbook refunds and senior high-ticket sales for the general fund.
- Process payments related to enrollment, registration, and other services.
- Prepare deposit summaries.
- Oversee fax machines, copy machines, duplicators, and telephones.
- Order general supplies and process annual print, copy, and paper orders.
- Assist the Principal with special projects.
- Collaborate with administration to collect fees and agreements for the laptop program.
- Manage gifts and grants.
- Support remote work during school closures as directed by administration.

- Perform other tasks assigned by supervisor.

### **Qualifications & Requirements**

- High School Diploma or equivalent (required).
- At least 1 year of office experience (school or finance-related preferred).
- Strong organizational and multitasking skills.
- Proficiency with office software and basic accounting procedures.
- Attention to detail and accuracy in handling financial transactions.

### **Work Schedule**

Full-time position. Monday – Friday, 8:00 a.m. – 5:30 p.m.

### **Location**

Madrasatu Ahlis Sunnah (215 North Oraton Parkway, East Orange, NJ 07017)

### **Compensation**

Salary and benefits will be discussed during the interview process.