

ISLAMIC CENTER OF AMERICA

Madrasatu Ahlis Sunnah

215 North Oraton Parkway

East Orange, N.J. 07017

(973) 672-6690

www.thesunnah.org/school



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Office Administrator – Job Description

Position Overview

The Office Administrator & Receptionist will handle administrative, financial tracking, HR compliance, communication, and reception duties. The ideal candidate will be professional, discreet, efficient, and able to multitask in a fast-paced environment.

Key Responsibilities

Human Resources & Compliance

- Maintain HR records; ensure staff are in compliance with legal documentation (physicals, fingerprints, I-9, W-4, etc.)
- Complete CARI (Child Abuse) clearances and federal background checks for new hires and every two years for existing staff
- Process new hire paperwork, training, direct deposit setup, and payroll submissions
- Track and renew all licensing, certifications, and documentation

Financial & Program Support

- Track and monitor Programs for Parents payments, invoices, and contracts
- Send biweekly financial spreadsheets to the Imam and supervisor
- Forward accounts payable and outstanding bills to the accountant
- Collect tuition, co-pays, and issue payment reminders to families

- Maintain and organize monthly invoices and receipts for office records

Office & Communication Duties

- Greet and assist visitors, answer and forward phone calls
- Relay messages promptly to appropriate staff
- Open, sort, and mail incoming/outgoing correspondence
- Scan, file, and forward documents to staff, state agencies, and vendors
- Maintain office supplies and inventory
- Keep the Imam updated on school and staff concerns or issues

Student Records & Registration

- Register new and transfer students
- Maintain and update student files and transcripts
- Prepare and submit transportation forms to school districts
- Renew Programs for Parents contracts and monitor status in EPPIC system

Additional Duties

- Order supplies and keep updated inventory
- Coordinate incident reports and urgent calls to parents
- Correspond with state officials (CC Imam on all communication)
- Support special projects and other administrative tasks as assigned

Qualifications

- High school diploma or equivalent (Associate's or Bachelor's degree preferred)
- Previous administrative or receptionist experience (school or nonprofit experience a plus)
- Strong organizational skills with attention to detail

- Excellent communication and interpersonal skills
- Proficient in Microsoft Office (Word, Excel) and general office technology
- Ability to maintain confidentiality and professionalism

Work Schedule

Full-time position.

Monday – Friday, 8:00 a.m. – 5:30 p.m.

Location

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Compensation

Salary and benefits will be discussed during the interview process.