



Job Description

Position Title: Office Administrator
Position Status: Regular Full-Time
Reports To: Director of Operations

The Organization:

The Council of Islamic Organizations of Greater Chicago (CIOGC) serves as the unifying force that brings together over 400,000 Muslim Americans in the greater Chicago region, and now increasingly all of Illinois. With over 60 member organizations, ranging from mosques to Islamic schools and community organizations based in the Chicagoland region, the CIOGC is made up of a very large and diverse body. The Council brings these extraordinary communities together in cooperation and collaboration to engage and work with the interfaith community, government, media, and the public in general.

Job Summary

As Office Administrator, this person will be responsible for the administrative functions of the office, including normal and customary bookkeeping duties required for reconciliation and reporting by the accounting firm for the organization. This role reports directly to the Director of Operations (DOO).

Essential Job Functions

Administrative

- Create and maintain personnel files for all employees and files for all 1099 or independent contractors for the organization. Responsibility includes ensuring acknowledgments of regulatory and internal disclosures, performance assessments, disciplinary actions initiated, and all other documentation pertaining to the employee's work and status as an employee of the organization.
- Onboarding new employees, assisted by the employee's immediate supervisor (this includes distributing and collecting legal and internal acknowledgements and disclosures required paperwork for employees).



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- Schedule the date and time with an employee and the employee's supervisor for periodic employee performance reviews, as established by the DOO and internal Human Resource policies. This responsibility will include ensuring the employee and supervisor have completed the required personal assessments and the annual performance goals for the upcoming performance review period.
- Manage and maintain office equipment, office furniture, software, and online systems, including computers, laptops, printers, copiers, etc. This responsibility includes ensuring service contract are current and in effect and periodic servicing is completed as required and, where necessary, order and initiate third-party services for such maintenance.
- Manage and maintain office supplies and those items that are periodically replenished., which includes verifying the receipt of ordered supplies and maintaining an office inventory list.
- Monitor and maintain existing insurance coverage and renewals, which includes the timely payment of outstanding premiums.
- Receive and process all incoming mail and post all outgoing mail. Route incoming mail to the responsible person.
- Maintain and store, in paper and/or electronically, as determined by internal SOPs, all incoming and outgoing documents, contracts, audit, budgets, and other legal documents.
- Perform customary administrative duties such as answering telephones, filing, typing, copying, binding, scanning etc.
- Maintain and update information about member organizations, in hard copy and/or electronically, including, member organization's directors, officers, and administrative staff.
- Maintain and update internal information lists of members, partners, or other lists created, including lists for communications; Board of Directors, House of Representatives, Shura, board committees, and donors.
- Respond to member requests regarding services or other information.
- Respond to Zakat Chicago(ZC) Inquiries.
- Monthly ZC meetings – setup zoom calls, meeting agenda, all other prep for meeting, minutes of meeting, sending them out to reviewers, etc....
- Report Tracking for Zakat Chicago donations
- Update mailing list for Ramadan Brochures
- Assist with coordination of Council events, both internally and externally, including but not limited to, making reservations, arrangements, payments, tracking ticket sales, tracking VIP invitations, securing letters of support & saving copies of executed contracts.



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- Receive and dispatch deliveries.
- Take meeting notes for office meetings.
- Perform such other tasks as designated by the ED, DOO or the ZC chair.

Bookkeeping

- Receive, deposit, and record all income from whatever source (mail, ACH, online)
- Receive and process payment for all payables. When appropriate, forward invoices to the person(s) responsible for approval of payment.
- Implement and follow SOP regarding processing of approved requisitions (P.O.) for payment.
- Prepare member dues invoices; monitor receipt of payment; generate reminder notices; inform ED in case of non-payment.
- Assign correct categories and classes, based on the approved chart of accounts, to maintain an accurate ledger of income and expenses.
- Monitor banking activity. Post/mail all accounts receivable invoices on time to members for collecting dues.
- Submit and reconcile expense reports.
- Process requests for checks as directed by the treasurer or ED. Ensure that bills/invoices are timely paid.
- Process payroll for staff, including employees working directly with the ZC Committee.
- Post W2s and 1099 for CIOGC staff and 1099 contractors.
- Maintain journals and ledgers in QuickBooks.
- Manage and maintain all internal documents used to monitor the disbursement of zakat awards, as well as required reporting by awardees.
- Timely provide the Organization's auditor with the documentation requested for the preparation of the annual audit.
- Perform all bookkeeping activities for CIOGC and its various committees, including the Zakat Committee.
- Develop proficiency in the use of internal software programs, including, but not limited to, Donor Perfect, QuickBooks, Microsoft Word, Excel, PowerPoint, Microsoft Teams, ASANA, and MailChimp. This responsibility shall include providing requested reports generated by one or more of these software programs.

Programs Support and Assistance

- Provide administrative support for the implementation of Council programs.
- Provide logistical support for the execution of Council events, including, but not limited to, printing program materials and/or setup of the venue for such events..
- Ordering items needed for events; ensuring items are picked up and delivered to the event site



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- Able to act quickly in response to emergency needs.

Qualifications

- Bachelor's degree in business Administrator or another related field preferred.
- At least 2 years of experience serving in administrative roles or accounting/bookkeeping role.
- Experience working with non-profit is a plus
- Exceptional organizational skills are a must.
- Strong understanding of QuickBooks or other bookkeeping/accounting software.
- Exceptional written and verbal communication skills.
- Expertise in working with Microsoft Office (Word, Excel, PowerPoint, Access)
- Donor Perfect and Smart Select software programs experience is preferred
- Individual must be a team player with a positive attitude and ability to collaborate with teams across the organization
- This individual to have knowledge of Islamic customs and practices and have extensive experience working with Muslim organizations.
- This individual is expected to work at the organization's main office.