



MAC Islamic School
Edmonton



MAC Islamic Elementary: 11342 - 127 Street, Edmonton, AB, T5M 0T8 Phone: 780-453-2220

MAC Islamic Jr./Sr. High: 12325 - 140 Street, Edmonton, AB, T5L 2C9 Phone: 587-635-5437

<https://schools.macnet.ca/edmontonmacislamicschool/> Email: office@macislamicschool.com
JSOffice@macislamicschool.com

Join the Team! We're Hiring!

Position: Office Administrator (Bookkeeper/Accounting)

Location: MAC Islamic School, 11342-127 St., Edmonton, AB

Status: Part-Time

Additional Information:

The Muslim Association of Canada (MAC) is a nationally incorporated charity with chapters in 13 cities across Canada. MAC Islamic School is looking for a dynamic and self-motivated office coordinator. The position consists of a variety of administrative and clerical duties as well as other necessary tasks associated with the daily operations of the school. MAC Islamic School offers unique opportunities for professional development and promotions as well as a pleasant work environment.

The office coordinator's duties and responsibilities included but are not limited to:

Key Responsibilities:

- Management support services
- Accounting procedures
- Bookkeeping: Accounts receivable (Follow-up with tuition payments, Processing EFTs) and accounts payable (invoices, cheques); Prepare master expense sheet
- Monthly Budget Updates and Financial Statements
- Update HR Portal (payroll, ADP)
- Budgets: Alberta Education, Internal, MAC National
- Alberta Education: Provincial Approach to Student Information (PASI) and Funding Event System (FES)
- Administrative support for the principal's office and other school administrators
- Ensures the safety and maintenance of the school's facility and school buses

Personal qualities:

- Self-initiative with capability of working independently or with minimal supervision
- Excellent interpersonal, communication, organizational and problem-solving skills
- Ability to use computer programs and databases
- High level integrity and professionalism

Qualifications:

- Bachelor's degree (or equivalent) in business administration or related fields of knowledge
- Minimum of three years relevant experience that reflect successful progression in administration or similar environment
- Evidence of training in project and human resource management. Evidence of working in an educational environment
- A working knowledge of the Arabic language and/or another language would be an asset

Commitment to Equity

The MAC Islamic School (MIS) is committed to equity in employment. We are committed to equitable hiring practices that allow us to hire qualified staff members who reflect the full diversity of the region of Edmonton. We will make any reasonable accommodation based on any of the human rights protected grounds, to support candidates to participate in the hiring process

Criminal Record Check

For the safety of students, successful candidates will be required to submit a vulnerable security criminal record check prior to the commencement of any employment duties.

Applications must be permanently eligible to work in Canada upon hire. Proof of eligibility may be requested and may come in the form of a copy of a Canadian birth certificate, Canadian passport, Canadian citizenship certificate, permanent residence card or confirmation.

Salary and Benefits: Dependent upon experience and qualifications

Starting Date: Immediately

Position Closing Date: Open until a suitable candidate is found

How to Apply: Please email your resume with a cover letter stating the position to:
careers@macislamicsschool.com

We thank all applicants for their interest in working at MAC Islamic School. Due to a high volume of applicants, we apologize that we will not be able to contact all applicants. Only successful candidates will be contacted for the interview process.