



Ta'leef Collective
43170 Osgood Rd.
Fremont, CA 94539
www.taleefcollective.org
info@taleefcollective.org
(510) 445-1911

Finance Coordinator

Ta'leef Collective provides the space content & companionship necessary for a healthy understanding, embrace and realization of Islam.

The Finance Coordinator will be a self-motivated professional with the responsibility for managing financial transactions and communication. The successful candidate will be a person committed to Islamic education and the mission and core values of Ta'leef. This position is located in Fremont, CA.

Reporting to the Operations Director, the Finance Coordinator will have the following responsibilities:

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Manage weekly deposits, including imports and exports to Quickbooks.
2. Assist Management with weekly and monthly reporting for both finance and development departments.
3. Coordinate transactional expenses and payables with the accounting firm.
4. Responsible for all receivables, including imports and exports from all financial platforms.
5. Manage transfers between bank accounts
6. Provide assistance to the Chief Development Officer (CDO) with maintaining major gifts.
7. Maintain donor database (Etapstry/Blackbaud) and handle logistics for small and large mailing projects.

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8. Manage seamless gift processing, including pledge reminders, gift acknowledgments, and maintaining accurate donor and gift records.
9. Work collaboratively with staff members to identify avenues of economic support for programs.
10. Assist in the planning and implementation of fundraising events.

Competencies:

- Communication Proficiency.
- Financial Management.
- Initiative.
- Personal Effectiveness/Credibility.
- Results Driven.
- Maintains composure under stress.
- Computer Proficiency.
- Detail oriented.

Position Type/Expected Hours of Work:

This is a part-time, non-exempt position, (20-30 per week)

Travel:

This position does not require extensive travel.

Required Education and Experience:

- Associates Degree or Bachelor's Degree
- Two years of related experience, including knowledge of finance/accounting, and communications and special events at a nonprofit organization.
- Knowledge of Quickbooks

Additional Eligibility Qualifications:

- Extraordinary attention to detail and process.
- Demonstrated ability with Donor Databases ie. Etapestry, MobileCause, BlackBaud Merchant Services
- Excellent interpersonal and team work skills.

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- Strong organization and time management skills.
- Experience with handling highly confidential information.
- Excellent written communication and editing skills.
- Commitment to Ta'leef's core values.

The above statements are intended to describe the general nature and level of work performed by a person assigned to this job description. They are not intended to be a complete list of all responsibilities, duties and skills required of personnel so classified. Duties and responsibilities may be added or changed as deemed appropriate by management at any time.

To apply email resume with cover letter to: development@taleefcollective.org

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