



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

## Operations Assistant

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

The Operations Assistant will be a self-motivated professional with the responsibility for managing daily financial transactions, organizational administrative needs, human resources support, and regular 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 Operations Assistant 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 deposit log, and responsible for all receivables, including imports and exports from all financial platforms
2. Coordinate transactional expenses and payables with the accounting firm and code all expenses and receivables
3. Manage transfers between bank accounts
4. Provide general administrative support, including filing, organizing, and org wide communication
5. Support with HR

### Competencies:

- Communication Proficiency.
- Financial Management.
- Initiative.
- Personal Effectiveness/Credibility.



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- Results Driven.
- Maintains composure under stress.
- Computer Proficiency.
- Detail oriented.

## Position Type/Expected Hours of Work:

This is a part-time, non-exempt position, (10/hours 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/Excel

## 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.
- 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: [saziz@taleefcollective.org](mailto:saziz@taleefcollective.org)