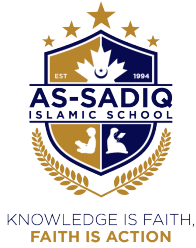


## As-Sadiq Islamic School



As-Sadiq Islamic School (OASIS) is a faith-based community school that follows the Islamic Shia Ithna Asheri school of thought. Established over 30 years ago, our school serves more than 750 students from preschool through Grade 12. We take pride in providing high-quality education in a nurturing Islamic environment rooted in respect, excellence, and community values.

We are seeking a Controller to join our leadership team and oversee the financial operations of the school and associated not-for-profit activities. This role will play a key part in ensuring strong financial stewardship, transparency, and compliance while supporting strategic decision-making.

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### Position Summary

The Controller will be responsible for managing the financial management and reporting functions of the organization. This includes overseeing accounting operations, budgeting, financial reporting, internal controls, and regulatory compliance within a not-for-profit environment.

### Key Responsibilities

- Oversee all accounting operations including general ledger, accounts payable/receivable, payroll, and financial reporting.
- Prepare monthly, quarterly, and annual financial statements and reports.
- Manage the annual budgeting process and support financial planning and forecasting.
- Ensure compliance with not-for-profit accounting standards, regulatory requirements, and internal policies.
- Coordinate and manage the annual audit process and liaise with external auditors.
- Develop and maintain strong internal controls and financial procedures.
- Support the Principal and Board with financial analysis and reporting to inform strategic decision-making.
- Monitor cash flow, reserves, and long-term financial sustainability.
- Research, prepare applications and provide oversight for grants, donations, and restricted funds where applicable.

### Qualifications

- CPA designation (or equivalent professional accounting qualification) preferred.
- Minimum 5–7 years of progressive accounting or financial management experience.
- Experience in the not-for-profit or education sector is an asset.
- Strong understanding of financial reporting, budgeting, and internal controls.
- Experience managing audits and working with boards or finance committees.
- Experience and familiarity with automating processes, QuickBooks, Check Run, etc.
- Excellent analytical, organizational, and leadership skills.
- High level of integrity, professionalism, and commitment to the mission of the organization.
- A current Vulnerable Sector Screening (VSS) from the local police service.

### Why Join Us

- Opportunity to contribute to a mission-driven educational institution.
- Collaborative and supportive work environment.
- Meaningful role supporting the long-term sustainability of the school and community.

### Job Details

- **Job Type:** Full-Time, Salaried
- **Start Date:** To be filled promptly
- **Hours of Work:** 8:00 a.m. – 4:00 p.m.
- **Location:** 9000 Bathurst Street, Thornhill, ON

## **How to Apply**

Please submit your cover letter, résumé, and two professional references (from previous employers) to: [hr@as-sadiqschool.com](mailto:hr@as-sadiqschool.com), Attention Human Resources

Please Note: We thank all applicants, however, only qualified candidates will be contacted for an interview.