



Position Title: Independent Fractional Controller

Location: Remote

FTE: .25 (10 hours/week)

Description: The Organization

The Islamic Medical Association of North America (IMANA) is a nonprofit 501(c)3, representing healthcare providers inspired by all faiths on a collective trajectory to positively impact the health of humanity, as evidenced by its integrated programs, with a major emphasis on global medical relief. We have positioned ourselves right in the middle of the action, areas worldwide with the most need, saving lives and relieving suffering through disaster response, provision of basic health care to underserved communities, development programs and knowledge transfer. Our medical missions have provided timely and effective aid for the sick and injured in over 40 countries, while the many hospitals, basic health units, clinics and collaborative projects that we support provide a continuum of care.

We're looking for a talented and mission driven fractional Controller to join our team! IMANA is on an exciting journey - so come and be part of it!

Description: The Position

The **Independent Fractional Controller** is responsible for overseeing the financial operations of the organization, ensuring compliance, accuracy, and efficiency in financial reporting, budgeting, and internal controls. This role provides strategic financial insights and works closely with the Executive Director and leadership team to support decision-making. The Controller ensures that financial processes align with the organization's goals while maintaining compliance with nonprofit accounting standards.

REPORTS TO: Executive Director

WORKS CLOSELY WITH: Office Administrator

ESSENTIAL RESPONSIBILITIES:

Financial Strategy & Oversight

- Develop and oversee financial policies, procedures, and internal controls to ensure compliance with GAAP and nonprofit financial regulations.
- Provide financial analysis and strategic recommendations to leadership on budgeting, forecasting, and financial planning.
- Maintain cash flow oversight and ensure financial sustainability.

Accounting & Financial Management

- Oversee the preparation of financial statements, including monthly, quarterly, and annual reports.
- Manage the general ledger, ensuring all financial transactions are recorded accurately and in a timely manner.
- Work closely with external auditors, ensuring successful completion of annual audits and tax filings.
- Monitor grant compliance and financial reporting for restricted funds.

Budgeting & Forecasting

- Lead the annual budgeting process and provide ongoing financial forecasting.
- Track budget performance and provide variance analysis with recommendations for adjustments.
- Support leadership in financial planning for programs, fundraising initiatives, and operational expenses.

Compliance & Risk Management

- Ensure compliance with all federal, state, and local financial reporting requirements.
- Monitor and implement financial best practices to mitigate risks and maintain transparency.
- Manage financial relationships with banks, auditors, and other key stakeholders.

REQUIREMENTS:

- Bachelor's degree in Accounting, Finance, or related field; CPA or CMA preferred.
- Minimum 5+ years of experience in financial management, preferably in the nonprofit sector.
- Strong understanding of GAAP, nonprofit accounting, and grant compliance.
- Proficiency in accounting software (QuickBooks preferred) and Microsoft Office Suite.
- Experience with budgeting, forecasting, and financial reporting.
- Excellent analytical skills with a strong attention to detail.
- Ability to work independently, manage multiple priorities, and communicate financial information to non-financial stakeholders.
- Ability to operate both independently with minimal supervision as well as be a strong and supportive team member within the organization.
- High integrity, professionalism, and ability to maintain confidentiality.

ADA REQUIREMENTS:

- Must be able to perform work in indoor environments, to read documents, data reports, drawings, research and to view computer monitors.
- Must be able to communicate in planning and implementation situations; must have the ability to express presentations of ideas. Team and group dialogue required for communication of plans and concepts.
- Must be able to effectively communicate during face-to-face and group work, for telephone work, for group conversations for planning work.

Work Environment:

This is a remote, independent contractor position. The Controller will have flexibility in setting their own work schedule, within agreed-upon project timelines and deliverables.

Equal Opportunity Employer:

IMANA is committed to fair contracting practices and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status.

To Apply:

To apply, please submit your resume and cover letter as attachments to careers@imana.org. In the subject line, please write "Independent Fractional Controller Application." Within your cover letter, please detail your relevant experience, your hourly rate or compensation expectations, and your availability