



## Japanese Cultural and Community Center of Northern California

1840 Sutter Street, San Francisco, CA 94115 ~ (415) 567-5505

[info@jcccnc.org](mailto:info@jcccnc.org) ~ [www.jcccnc.org](http://www.jcccnc.org)

### JOB DESCRIPTION

**Title:** Senior Bookkeeper/Accountant

**Hours:** 9:00 a.m. – 5:30 p.m. (M-F)

**Salary:** Commensurate on Experience (FTE) (Benefits)

### INTRODUCTION:

The Japanese Cultural and Community Center of Northern California (JCCCNC) is a nationally recognized community based California nonprofit organization located in San Francisco's Japantown. The goal of the JCCCNC is 1) to preserve, promote, educate and share the Japanese/Japanese American cultural heritage; 2) to preserve the community's history, stories and legacy; 3) to develop and implement exchange programs between the Japanese American community and Japan; 4) to advocate, organize and empower the Japantown and the Japanese American community to address concerns and relevant issues; and 5) to address the most pressing, changing and emerging needs of the Japanese American community.

The nonprofit Center's main building opened in May 1986. It includes conference rooms, a full commercial kitchen, a community/social hall and offices which house a number of community non-profit organizations. The Community Hall (Gymnasium) addition was completed in 1990 and includes a high-school regulation-size court which has multipurpose usage for traditional Japanese and modern performing/cultural arts, social/recreational activities and large-scale community events. The first floor currently houses an exhibit gallery, community arts room, ceramics room and the Japanese American Historical Archives.

### RESPONSIBILITIES:

Reporting to the Executive Director, the Senior Bookkeeper/Accountant provides support in fulfilling the mission and long-term vision of the JCCCNC by helping to direct and achieve the financial goals and objectives of the organization.

### **Typical duties may include:**

#### General Accounting:

- Prepare monthly, quarterly and annual Operating, Plant and Investment Accounts financial statements for presentation to the Board of Directors, Executive Director and Finance Committee.
- Maintain accounting systems for on-going monitoring and reconciliation of balance sheets and income/expense statements.

- Prepare and process semi-monthly payables which include audit of invoices for compliance with all terms and the JCCCNC policy regarding approvals and document content.
- Review and reconcile accounts receivable on a monthly basis.
- Follow up with late payments and uncollected items.
- Prepare invoices to tenants for Common Area Maintenance (CAM) reimbursements on a monthly basis.
- Prepare all documents to submit to the organization's Certified Public Accountant (CPA) for annual filings.
- Prepare quarterly general ledger reports and bank statements and submit to Equilibrium for review.
- Reconcile all bank accounts.
- Review invoices for appropriate classification and codification.
- Prepare and submit all governmental compliance reports.
- Ensure the practice of the JCCCNC Financial and Accounting and Fund Management Policy and Procedure Manual.

### Budget

- Prepare and present a balanced budget for the start of each year (which is reviewed the in previous fall) to the Executive Director, Deputy Director and the Chief Financial Officer.
- Document all budget assumptions to facilitate a thorough analysis and evaluation, not only of the budget but of the actual revenue/expenditures as they relate to the budget.

### **QUALIFICATIONS/SKILLS:**

- Possession of an Associate degree with an emphasis in Accounting or Business Management.
- Strong analytical ability with good aptitude for figures.
- 3 to 4 years of experience as a bookkeeper/accountant required. Work with non-profit agency preferred.
- Excellent organizational, verbal and written communication skills.
- Proficiency with various computer and web applications, including Microsoft Office (Excel, Word, Outlook), and accounting software/programs (QuickBooks). Experience using Blackbaud Financial Edge and Blackbaud Altru preferred, but not required.
- Ability to successfully prioritize and accomplish tasks efficiently and on schedule.
- Ability to make sound decisions and use good judgment.
- Ability to use a calculator by touch and perform arithmetic functions quickly and accurately.

### **BENEFITS**

Full medical, dental and vision benefit coverage and 403b matching benefit plan following the successful completion of a 90 to 120 day evaluation period.

### **TO APPLY**

Interested qualified applicants should submit a cover letter and resume to: [jobs@jcccnc.org](mailto:jobs@jcccnc.org)

- Subject: Bookkeeper/Accountant
- Please include where you found this posting

The JCCCNC is an Equal Opportunity Employer.