



JOB DESCRIPTION

Senior Bookkeeper/Accountant

Full-Time / Exempt

Salary Based on Experience

Benefits Full medical, dental and vision benefit coverage
Paid personal time off (PTO), legal holidays and year-end holiday leave (28 days/first year)
403b retirement benefit matching plan
Flexible Spending Account (FSA) plan

Center Perks Free classes, team/family environment, pet-friendly, coffee and snacks, opportunity to make a difference in people's lives while contributing to the future of the community

INTRODUCTION

The Japanese Cultural and Community Center of Northern California ("the Center") is a nationally recognized community-based California non-profit organization located in San Francisco's Japantown. The goals of the Center are 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 Center's main building opened in May 1986. It includes conference rooms, a full commercial kitchen, a community social hall and offices which house other non-profit organizations. The Nisei Community Hall/Gymnasium addition was completed in 1990 and includes a high-school regulation-size gymnasium with multipurpose usage for traditional Japanese and modern performing arts, cultural arts, social/recreational activities and large-scale community events. The first floor currently houses an exhibit gallery, art and ceramics rooms and the Japanese American History Archives.

RESPONSIBILITIES

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

General Accounting

- Prepare monthly, quarterly, annual, and as needed, Operating, Plant and Investment Accounts financial statements for presentation to the Board of Directors, Executive Director and Finance Committee.
- Maintain accounting systems for ongoing 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 Center's policy regarding approvals and document content.
- Review and reconcile accounts receivable on a monthly basis.
- Prepare invoices to tenants for Common Area Maintenance (CAM) reimbursements on a monthly basis and follow up with late payments and uncollected items.
- Prepare all documents to submit to the organization's Certified Public Accountant (CPA) for annual filings.

JAPANESE CULTURAL AND COMMUNITY CENTER OF NORTHERN CALIFORNIA

1840 Sutter Street, SF, CA 94115 | (415) 567-5505 | www.icccnc.org | EIN 94-2560179

General Accounting (continued)

- Prepare quarterly general ledger reports and bank statements and submit to Equilibrium Services Group (consultant) 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 Center's 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 in the 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

- Possession of a baccalaureate degree from an accredited college or university with an emphasis in accounting and/or business management.
- 3 to 4 years of experience as a bookkeeper/accountant required. Experience in a non-profit or social service organization and general knowledge of the local and/or Japanese American community is beneficial.
- Possess strong analytical ability with good aptitude for figures.
- Ability to use a calculator by touch and perform arithmetic functions quickly and accurately.
- 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.
- Self-starter with the ability to work in a dynamic environment, set priorities and be self-directed, and use good judgement to make sound decisions.

TO APPLY

Interested qualified applicants should submit resume and cover letter to: jobs@jcccnc.org

- Subject: **Senior Bookkeeper/Accountant**
- Please include where you found this posting
- No phone calls and serious inquiries only, please

The JCCCNC is an Equal Opportunity Employer. Individuals from all backgrounds are encouraged to apply.