JOB DESCRIPTION

Senior Bookkeeper/Accountant

Full-Time / Exempt

Salary	Based on Experience
Benefits	Full medical, dental and vision benefits coverage* Paid personal time off (PTO), legal holidays and year-end holiday leave* (22 days/first year) 403b retirement benefit matching plan* / Flexible Spending Account* (FSA) Public Service Loan Forgiveness (PSLF)
Center Perks	Free classes, team/family environment, pet-friendly, bi-weekly lunch, coffee/snacks, an opportunity to make a difference while contributing to the future of the community

INTRODUCTION

The Japanese Cultural and Community Center of Northern California (the Center/JCCCNC) is a nationally recognized community-based California nonprofit 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 that house other nonprofit 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 also houses an exhibit gallery, art and ceramics rooms and the Japanese American History Archives.

RESPONSIBILITIES

Reporting to and working with the Executive Director (ED) and Deputy Director (DD), the Senior Bookkeeper/Accountant supports the Center's mission and long-term vision by helping to direct and achieve the organization's financial goals and objectives. Ongoing responsibilities include maintaining and establishing consistent management and oversight of the Center's fiscal sustainability.

General Accounting

- Prepare monthly, quarterly, annual, and as needed, Operating, Plant and Investment Accounts financial statements for presentation to the Board of Directors (Board), ED and Finance Committee.
- Maintain accounting systems for ongoing oversight, monthly/quarterly reconciliation and reporting of balance sheets and income/expense statements.
- Prepare and process semi-monthly payables, including an audit of invoices for compliance with all terms and the Center's policy regarding approvals and document content.
    - Review bills and prepare checks.
- Review and reconcile monthly accounts receivable (A/R).
    - Review and input into Financial Edge (FE) weekly cash journal deposits.
    - Process unique A/R (Marin Community Foundation (MCF), EFT, foundation checks, etc.)
    - Reconcile daily credit card (manual, charge through, Altru) charges and input into Altru
- Prepare monthly invoices to tenants for Common Area Maintenance (CAM) reimbursements 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.
- Reconcile monthly/quarterly/annually all bank and investment accounts.

General Accounting (continued)

- Prepare quarterly general ledger reports and bank statements and submit them to Equilibrium Services Group (consultant) for review.
- Review invoices for appropriate classification and codification.
- Prepare and submit all governmental compliance reports.
- Prepare monthly and as-needed program and project budget reporting for staff.
- Ensure the practice of the Center's Financial and Accounting and Fund Management Policy and Procedure Manual.

Budget

- Work with ED to prepare and present a balanced budget for the start of each year (which is reviewed in the previous fall) to the ED, Deputy Director (DD) and the Chief Financial Officer (CFO).
- Document all budget assumptions to facilitate a thorough analysis and evaluation, not only of the budget but also of the actual revenue/expenditures related to the budget.
- Distribute and review Board-approved annual budget and quarterly actuals with department Directors.
- Close out the budget year and present the final, accurate budget to ED and CFO.

General Administration

- Confirm and reconcile donors/distributions for direct deposit (EFT) and employee/corporate/charitable fund/online check donations. (examples: United Way, Benevity, individual trust, Facebook, etc.)
- Provide support for Center events and projects requiring accounting, registration or staff support. (Annual Event, Nikkei Open, Sweepstakes, Cultural Tours, Grants, etc.) Typical tasks may include: Registration/payment management, petty cash preparation, credit card prep/monitoring, receipts, event budgeting and reconciliation, and general support (set-up, event prep, etc.)
- Review Donor Lists for unique payments/donations/names for solicitations or public acknowledgment (newsletters, lobby signage, booklets, website).
- Personnel Services (work with DD)
    - Payroll – Review, input and verify bi-monthly payroll
    - Personal Time Off (PTO) – Log and manage PTO requests and updates to DD/staff.
    - Ensure monthly benefit providers are paid and review annual payments.
- Attend weekly staff meetings and (as needed) project or event meetings.

QUALIFICATIONS

- Possess 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 is required. Experience in a social service or nonprofit organization and knowledge of the local and/or Japanese American community is beneficial.
- Possess strong analytical ability with a 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 (FE NXT) and Blackbaud Altru is preferred but not required.
- Self-starter with the ability to work in a dynamic environment, set priorities and be self-directed, and use good judgment to make sound decisions.

TO APPLY

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

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

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