ACCOUNTANT

Reporting to the Vice President of Finance and Administration, the Accountant provides overall support to the Finance Department with a primary focus on account receivables.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate and process all account receivables;
- Receive and count cash; maintain cash boxes and secure changes as needed; prepare deposit of funds;
- Process Language Center, membership, contribution, special events and corporate programs receipts through Raiser’s Edge;
- Apply accepted procedures to the preparation and maintenance of financial transaction data;
- Compile and review source documents for completeness and accuracy;
- Verify and post details of the transactions to appropriate ledger and journal;
- Post Raiser’s Edge batches to the accounting system, adjust records in RE as needed;
- Run reports and compare source documents and journal entries to verify accuracy;
- Assist VP of Finance and Administration in the preparation of annual operating budget and review of actual versus budgeted performance;
- Generate and reconcile month-end reports: individual and corporate membership, deposit detail, and restricted funds reports;
- Reconcile web for membership sales; issue online refunds as needed; enter box-office ticket Sales;
- Generate quarterly occupancy performance reports;
- Prepare Government and Foundation program reports;
- Supervise and assist staff use of Finance office credit card terminal and research credit card chargebacks;
- Assist with year-end audit process preparation of all reconciliations and audit work;
- Prepare forms 1042S annually and help prepare 1099 forms;
- Input annual budget;
- Act as backup for other Finance Department members, and assist with special projects as needed.

QUALIFICATIONS:

- BA/BS degree in accounting or the equivalent combination of education and experience;
- Three to five years related financial experience;
- Strong interpersonal and communication skills;
- Excellent organizational skills with ability to meet deadlines and multitask;
- Working knowledge of Word, Excel, Raiser’s Edge and strong computer skills.
To Apply: All applicants must email their resume and cover letter to the Director of Human Resources at jobs@japansociety.org. Resumes submitted without a cover letter will not be considered.

Founded in 1907, Japan Society in New York City presents sophisticated, topical and accessible experiences of Japanese art and culture, and facilitates the exchange of ideas, knowledge and innovation between the U.S. and Japan. More than 200 events annually encompass world-class exhibitions, dynamic classical and cutting-edge contemporary performing arts, film premieres and retrospectives, workshops and demonstrations, tastings, family activities, language classes, and a range of high-profile talks and expert panels that present open, critical dialogue on issues of vital importance to the U.S., Japan and East Asia. For more information, visit our website http://www.japansociety.org.

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