ACCOUNTS RECEIVABLE SPECIALIST

Reporting to the Vice President of Finance and Administration, the Accounts Receivable Specialist provides overall support to the Finance Department with a primary focus on processing account receivables funds and accounting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate and process all account receivables;
- Receive and count cash, maintain cash boxes and secure changes as needed, and prepare deposit of funds;
- Process transactions for Language Center, membership, contributions, special events and corporate programs 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, and adjust records in Raiser’s Edge as needed;
- Run reports and compare source documents and journal entries to verify accuracy;
- Generate and reconcile month-end reports for individual and corporate memberships, deposit detail, and restricted funds reports;
- Reconcile web for membership sales, issue online refunds as needed, and enter box office ticket sales;
- Supervise and assist staff use of Finance Department office credit card terminal, and research credit card chargebacks;
- Assist with year-end audit process preparation of all reconciliations and audit work;
- 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;
- Minimum two years related accounting experience;
- Strong interpersonal and communication skills;
- Excellent organizational skills with ability to meet deadlines and multitask;
- Must be self-starter, fast-learner, and able to take initiative and ownership of work;
- Working knowledge of Word, Excel, Raiser’s Edge, and strong computer proficiency.

To Apply: All applicants must email their resume and cover letter to the Director of Human Resources at jobs@japansociety.org. Applications 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.

Japan Society is an Equal Opportunity Employer, and welcomes a diverse workforce.