



## **ACCOUNTANT**

Join our team at this exciting time as our new President and CEO reintroduces Japan Society for the global era in our second century with plans for global innovation, program revitalization, and deepened bridge-building between the people of the United States and Japan. 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 in compliance with financial policies and procedures;
- Perform day to day financial transactions, including classifying, verifying, posting and recording accounts receivables' data;
- Prepare bank deposits for all funds received;
- Reconcile accounts receivable ledger to ensure all payments are accounted for and properly posted;
- Compile and review source documents for completeness and accuracy;
- Perform monthly account reconciliations;
- Maintain accounts receivable ledger for restricted funding and reconcile for accuracy and designation;
- Assist in general financial management and analysis of accounts receivable status;
- Assist with the preparation of Government and Foundation reports;
- Supervise and assist staff use of Finance office credit card terminal;
- Support with the preparations for the year-end audit;
- Prepare forms 1042S annually and assist with 1099 forms;
- Assist with recording the annual budget in the accounting system;
- Collaborate with Finance team members to assist with special projects.

### **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 communication, research, problem solving, and organizational skills with ability to meet deadline;
- High level of accuracy, efficiency, and accountability;
- 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](mailto:jobs@japansociety.org). ***Resumes submitted without a cover letter will not be considered.***

**ABOUT JAPAN SOCIETY:**

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.***