



Controller

ABOUT JAPAN SOCIETY

Japan Society is the premier organization connecting Japanese culture, business, and society with audiences in New York and around the world through innovative programs in arts and culture, public policy, business, sustainability, and education, online and on-site at our headquarters in a landmarked New York City building. Since 1907, our mission has been to promote mutual understanding and *kizuna* – forging deep connections – between the U.S. and Japan, by convening critical conversations, championing future creators, and serving as a trusted guide to the abundance of Japan. We are committed to strengthening connections within our community and building new bridges beyond.

DESCRIPTION:

The Controller is responsible for performing the accounting and analysis of investment and portfolios. Responsibilities include developing and implementing and/or maintaining one or a combination of generally accepted accounting systems, preparing and analyzing financial reports and journal entries, maintaining and reconciling ledger accounts, and providing records of assets, liabilities, and other financial transactions. Reporting to the Executive Vice President/CFO, the Controller will be responsible for monitoring the Organization's financial health, maintaining compliance and reporting activities of the Organization's \$13 million operating budget.

Essential Duties and Responsibilities:

- **Budgets & Financials:**
 - Lead the organization's annual budget process and ensure that expenses are aligned with revenue goals.
 - Monitor and analyze the Society's financial data, presenting financial reports in a timely manner, monitoring progress, and communicating to leadership the financial status are integral elements of the Society's budget requirements
 - Prepare financial statements (e.g. monthly and quarterly financial reports)
 - Reconcile all financial activities for month end quarterly closing (e.g. Balance Sheet, Income Statement and Cash Flow Statement)
- **Compliance:**
 - Maintain compliance with Federal, State, and local laws pertaining to non-profit organizations.
 - Coordinate and plan the annual audit to ensure all information is provided to the auditors for an opinion to be rendered on the Society's financial statements
- **Investments:**
 - Track and report on the portfolio's performance in partnership with the institution's outsourced Chief Investment Officer.
 - Prepare quarterly performance briefings for the Investment Committee



- **Internal Controls:**
 - Maintain internal controls in safeguarding the Organization's assets, receipt of revenue and expenditure controls
 - Develop policies and procedures to strengthen internal operating controls
- **Management:**
 - Lead a team of 3 accounting staff members
 - Plan, coordinate, and direct all accounting operations and processes
 - Manage the coordination and organization of all of the Society's financial data required for accurate reporting of operational results
 - Oversee all accounting activities including accounts receivables, accounts payable, payroll, general ledger transactions, and cash flow

The Ideal Candidate

The ideal candidate will be an active, hands-on leader and team-builder with outstanding managerial and communication skills. The controller must have a proven track record in leading an accounting team and achieving measurable results. The Controller must have a highly collaborative approach to facilitate working across all internal units of Japan Society and the executive staff, an ability to build respect and trust among external stakeholders, a deep commitment to the Society's mission, and an unwavering desire to serve as an ambassador of the Society.

Qualifications:

- Bachelors degree or higher, and a minimum of 7 years of nonprofit accounting experience with expertise in strategic planning, budget planning and responsibility, and team management
- Leverage strengths of the current finance team members, help to clarify roles and responsibilities and develop and implement training programs in order to maximize and reach optimal individual and organizational goals
- Solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments
- A track record in grants management as it relates to compliance and reporting of government, corporate and foundation grants is essential
- Keen analytic, organization and problem solving skills which allows for strategic data interpretation versus. simple reporting
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board or other outside partners
- Ability and desire to explain complex financial concepts to individuals at all levels

To Apply: Email your resume and cover letter to the Chief Operating Officer, at jobs@japansociety.org.