



Manager, Accounts Receivable

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.

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 Chief Operating Officer at jobs@japansociety.org. **Resumes submitted without a cover letter will not be considered.**

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