JAPANESE AMERICAN CITIZENS LEAGUE
BUSINESS MANAGER JOB DESCRIPTION

Title: Business Manager
Reports to: Executive Director
FLSA: Exempt
Status: Regular Full-Time
Location: San Francisco, CA

GENERAL SUMMARY
Under the general direction of the Executive Director, oversees the fiscal and investment operations of the JACL. Provides financial information to the Executive Director and the Board of Directors. Manages and installs JACL's computers and networks, and oversees the maintenance of all JACL buildings. Lifting, travel, and work after regular hours and on weekends will be required.

ESSENTIAL FUNCTIONS

Financial Management
● Ensures the accuracy and maintenance of the computerized accounting system of the organization.
● Supervises and reviews the work of the Business Clerk - Bookkeeper.
● Responsible for accurate and up-to-date monthly financial reports for the Board of Directors and the Executive Director.
● Ensures the timely invoicing of accounts receivable.
● Ensures the timely disbursement of accounts payable.
● Ensures that payroll is prepared and disbursed on time.
● Monitors revenues and expenditures to ensure that JACL’s budget is within the limits of the organization’s budget.
● Ensures that all taxes are accurately paid and on time.
● Prepares forecasts, cash flow analyses, and budgets.
● Monitors and manages the investment accounts.
● Ensures that the annual audit of the JACL is complete on time.
● Oversees the maintenance of a system of financial accountability.
● Organizes, update, and maintains the fiscal procedures of the organization.
● Assists fiscal officers and fiscally oriented committees such as the Treasurer, Finance
committee, Investment and Audit committees in the performance of their duties.

- Maintains current knowledge and information on nonprofit accounting laws, rules, and procedures.
- Handles inquiries and problems related to fiscal concerns from the general public and national membership.

**Human Resources Management**

- Reviews and evaluates alternatives to existing employee benefit plans.

**Office Administration**

- Ensures that office equipment, including computers for all JACL sites are adequate and that it provides for maximum productivity of staff.
- Act as the network administrator for all JACL computer networks.
- Responsible for the overall maintenance of all JACL facilities, whether owned or leased.
- Installs computer hardware and software.

**Other Duties**

- Performs other duties and handles other responsibilities as directed by the Executive Director.

**RECOMMENDED EDUCATION/TRAINING/EXPERIENCE**

- At least four years of college training in accounting and business administration or its equivalent. Should be a certified public accountant (CPA).
- Three to six years of progressively more responsibility with accounting programs, word processing, spreadsheet programs and database programs.
- Successful completion of the probationary period.
- Be physically able to perform job duties as determined by the employment physical examination.

The qualifications listed above are guidelines for selection purposes. Other combinations of education and experience which could provide the necessary knowledge, skills, and abilities to perform the job may be considered.

**Additional Information**

The Japanese American Citizens League (“JACL”) is committed to providing qualified individuals with disabilities reasonable accommodations to perform the essential functions of their jobs. Additionally, if you (or another applicant of whom you are aware) require assistance accessing or reading this job posting or otherwise seek assistance in
the application process, please contact David Inoue at jobs@jacl.org.

JACL provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to sex, sex stereotyping, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy, childbirth, or breastfeeding), race, color, religion, ancestry or national origin, age, disability status, medical condition, marital status, sexual orientation, gender, gender identity, gender expression, transgender status, protected military or veteran status, citizenship status, genetic information, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Nothing in this job posting or description should be construed as an offer or guarantee of employment.