JAPANESE AMERICAN CITIZENS LEAGUE

Job Description Updated - June 2021

Title - Business Assistant / Bookkeeper

Reports To - Business Manager

FLSA - Non-Exempt

Status - Regular Part-Time

Location: San Francisco, CA

GENERAL SUMMARY

Under the general supervision of the Business Manager, this role is responsible for accurate and timely entry of data into the Quickbooks financial management package, tracking accounts payable and receivable, and assisting with payroll and wage time accounting.

ESSENTIAL FUNCTIONS

- Ensure the timely recording and deposit of all routine checks and cash
- Maintain records of accounts receivable and accounts payable, with the exception of Membership and Membership related accounts.
- Ensure timely action on all accounts payables and receivables.
- Maintain a record of all cash receipts and disbursements
- Prepare and post monthly journals.
- Develop and maintain a system of forms and record keeping insuring a clear paper trail for all central office expenditures.
- Enter employee time and resource allocations to appropriate programmatic allocations to spreadsheet and maintain an easily accessible system of compiled staff time.
- Allocates costs for expenses to appropriate program areas.
- Maintain a system of filing and accessibility to essential corporate documents, description of personnel benefits, personnel benefit forms, and office equipment manuals..
- Support the Business Manager in maintaining the JACL accounting system accurately including assist in the monthly close-out of financial reports.
• Conduct an annual inventory of all office equipment at all JACL sites
• May perform other duties as assigned by the Business Manager or Executive Director

QUALIFICATIONS
• Knowledge of principles and practices of clerical, payroll, and administrative procedures.
• Two years of college training in bookkeeping and accounting or its equivalent.
• Knowledge of English usage, spelling, grammar and punctuation.
• Two to five years of increasingly responsible duties with bookkeeping and office management.
• Substantial experience in the use of spreadsheets, and database management programs. Must have experience with Quickbooks.
• Have the ability to lift up to fifty (50) pounds (equivalent to a box containing 10 reams of paper).

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.

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