



## **JAPANESE CULTURAL CENTER OF HAWAI'I**

### **POSITION DESCRIPTION: ACCOUNTING COORDINATOR (updated September 2023)**

#### **The Organization**

The Japanese Cultural Center of Hawai'i (JCCH), a non-profit organization based in Honolulu, strives to strengthen our diverse community by educating present and future generations in the evolving Japanese American experience in Hawai'i. Founded on May 28, 1987, the Center celebrates its 34th anniversary in 2021. The Cultural Center has 5,000 members and connects to more than 30,000 residents and visitors through its programs and events. The Cultural Center features a historical exhibition, community gallery, library/archive center, the Kenshikan martial arts dōjō, the Seikōan Japanese teahouse, and a Gift Shop.

**The Accounting Coordinator** is a part-time position responsible for day-to-day accounting duties and provides administrative support for Chief Financial Officer and President/Executive Director.

#### **Primary Duties and Responsibilities:**

- Record cash receipts and make bank deposits.
- Record vendor invoices and process payments approved by the CFO.
- Prepare monthly invoices for teahouse and dojo users on a timely manner.
- Update teahouse and dojo schedule and contact list.
- Order and maintain office supplies.
- Organize and maintain accounting records and files.
- Other duties assigned by the CFO and the President/Executive Director.

#### **Experience Required:**

- 1+ years in accounting and/or administrative experience.
- Proficiency with Quickbooks Online.
- Proficiency with Microsoft Office 365.
- Excellent time management and organizational skills.
- Valid driver's license and access to a vehicle as needed to perform job duties and possess functioning cellular phone.

#### **Preferred Qualifications:**

- Experience with nonprofit accounting
- Bachelor's degree in related field or equivalent combination of education and experience.
- Interest in Japanese culture, traditions and language is highly desirable.



JAPANESE CULTURAL CENTER OF HAWAII  
*Honoring our heritage. Embracing our diversity. Sharing our future.*

**PHYSICAL REQUIREMENTS:** The physical demands described below represent those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to: sit, walk, occasionally required to reach with hands and arms, continually needed to talk or hear, occasionally required to bend, lift, or climb, frequently required to lift and carry light weights (25-50 pounds), and specific vision abilities include close vision, distance vision, and ability to adjust or focus.

**Compensation:**

Hourly, DOE

15-18 Hours per week

If you wish to apply, please send a cover letter and resume to Jamie Lee at [jamie@jcchawaii.org](mailto:jamie@jcchawaii.org)