



JAPANESE CULTURAL CENTER OF HAWAI'I
Honoring our heritage. Embracing our diversity. Sharing our future.

JAPANESE CULTURAL CENTER OF HAWAI'I POSITION DESCRIPTION: ACCOUNTING COORDINATOR (PART-TIME)

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

Work Hours: 15-18 hours per week.

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 in a timely manner.
- Update the 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 of accounting and/or administrative experience.
- Proficiency with QuickBooks Online or similar accounting software.
- 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. On-premise parking is provided.

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.

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 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.

If you wish to apply, please send a cover letter and resume to Jamie Lee at jamie@jcchawaii.org