

JOB DESCRIPTION

TITLE: Part-Time Senior Accountant

LOCATION: San Francisco/Silicon Valley

DATE: October 4, 2023

CENTER: Asia Society Northern California & Seattle

REPORTS TO: Executive Director

PURPOSE:

The Senior Accountant will prepare financial documents including forecasts, budgets and invoices, process payroll, monitor all budget related activity, and keep financial records up-to-date and in good standing. A qualified candidate will have valid CPA status, non-profit expertise, excellent analytical and organizational skills, good understanding of international finance, thrive in a fast-paced environment, proficiency with accounting software, organization and project management, effective communication skills, and strong understanding of California & Washington State tax codes and laws. This part-time position at approx. 20 hours a week reports to the Executive Director who oversees both the Northern California & newly established Seattle Center.

RESPONSIBILITIES:

- Ensure full transparency of the organizations financial performance
- Provide strategic financial recommendations to the Executive Director
- Manage the process for financial forecasting and budgets
- Present long-term business and financial planning and reports to the executive director
- Manage all finance related procedures including but not limited to:
 - Reconcile the organizations bank statements and bookkeeping ledgers
 - Manage income and expenditure accounts
 - Generate financial reports using income and expenditure data
 - Coordinate and produce all required California & Washington State tax documents, and other financial obligations including responding to audits
- Process bi-weekly payroll via ADP and ensure accuracy of employee data within payroll system
- Monthly closing calculations including reports on depreciation, AP, AR, accrued expense, and accrued revenue.
- Work with the Director of Partnerships to establish structural and cyclical financial relationships
- Maintain speed and accuracy of financial practices

- Integrate accounting software: QuickBooks Online, Bill.com and Salesforce
- Collaborate with the finance team at NY Headquarters to make sure the team has best accounting practices for security and efficiency.
- Other responsibilities as assigned by the Executive Director

QUALIFICATIONS:

- Bachelor's and master's degree in related field preferred
- CPA certification
- 5-7 years work experience, in a non-profit setting preferred
- California, Washington State, and federal IRS Exempt knowledge
- Experience working with executive professionals
- Excellent written and oral communication skills with a high attention to detail.
- Proficiency with accounting software: QuickBooks Online, Salesforce, Outlook, Excel, and ADP
- Ability to plan, multi-task, maintain high organizational standards, work with attention to detail, problem solve and work in daily collaboration with evolving priorities with growing Centers
- Desire to thrive in a can-do team environment that takes pride in the organization's mission, commitment to integrity, willingness to innovate, and an overall enthusiasm for our organization.

COMPETENCIES:

Leadership:

- Gains cooperation from others to obtain information and accomplish goals
- Collaborates across boundaries to build strategic relationships and achieve common goals.

Professional and Results-Oriented:

- Seeks to consistently and efficiently produce results that achieve goals and objectives
- Conscientious and efficient in meeting commitments and observing deadlines
- Able to work independently with minimum supervision
- Good judgment, tact and discretion
- Ability to translate ideas into action
- Good ambassador for Asia Society, with current knowledge about the organization locally and globally

Collaboration and Teamwork:

- Excellent skills in communicating with people from different cultures, backgrounds, and across time zones

- Works with others towards common purposes to achieve shared goals by developing and maintaining responsive, cooperative and mutually beneficial internal and external relationships
- Acts as a global facilitator to have conversations, exchange ideas and build understanding

Innovation:

- Identifies new and creative ways of doing something or solving a problem that improves, changes and results in value to the organization and constituencies (could be through technology or introducing new ways of thinking)
- Uses technology for impact, reach and efficiency, such as through databases, etc.

Technical Expertise:

- Professional competencies in the related field of work
- Recognizes trends in theory and practice of one's own technical area and effectively prepares for anticipated changes
- Comfortable with using ADP, Salesforce suite of products, as well as other tools, including social media proficiency

How to Apply:

Please email your cover letter, resume, and salary requirements to asncc@asiasociety.org
Indicate job title in the subject line. No phone calls please.

Asia Society Northern California is an Equal Employment Opportunity Employer.